Careers Guidance Policy

Next Review Date: September 2026

Reviewed by: SMT

Review Period: 12 months

Staff Responsibility: Deputy Head and teacher i/c of Careers

Introduction

Careers Guidance at the Senior School is an integral part of fulfilling our mission and supporting the aims of the school, whilst educating students about their future options within society.

The mission statement of Windermere School is that we wish 'To produce confident and compassionate people'. This also ties in with the school's Round Square philosophy that 'There is more in you than you think'. We aim to guide children as they grow so that they are prepared as well as possible for adulthood making reference to global perspectives, using our unique location, developing individual talents, fostering a democratic culture and inspiring our students to excellence. At the heart of the aims is the individual and we aim to give them **independent advice and guidance** through external visitors and access to online tools. The policy follows the Good Careers Guidance 'The Next Ten Years'.
https://www.gatsby.org.uk/education/programmes/good-career-guidance-the-next-ten-years

Through our annual careers programme we aim to address the needs of each student by linking curriculum learning to careers. In older students we have organised encounters with employers and employees and higher education through visitors, Careers Conference (biennial) and annual work experience. Work experience is available to all year 10 students and strongly encouraged to year 12. Personal guidance plays a key role in the careers programme with students having individual guidance through their tutors and, careers lead and heads of Section at key points of GCSE and sixth form choices.

The following words are the backbone of everything we do and give a vocabulary frame to help each student develop a growth mindset and help them meet their potential. They also give staff a vocabulary we can use in common (e.g. in reports or when setting targets) and help to create the transferable skills the students need to be successful as adults. Ultimately, these words should be ones the students start to use naturally when they talk about their lives and their progress.

Responsible	Leader	Respectful of others
Inquisitive	Tenacious	Good listener
Problem solver	Inventive	Creative
Courageous	Independent	Able to fail
Self-aware	Able communicator	Persistent
Reflective	Open minded	Able to cope with criticism
Compassionate	Appreciative of difference	Be inspired by others
Team player	Environmentally aware	Embrace challenges
Hard worker	Polite / well mannered	Modest
Forward-thinking	Determined	Socially aware
Principled	Globally aware	Patient
Loyal	Curious	Kind / caring
Enthusiastic	Honest /Trustworthy	Fair
Thoughtful	Appreciative	Confident
Controlled	Humble	Analytical

Ultimately it is the aim of Windermere School is to use the Careers Programme alongside the wider curriculum so that each student is effectively prepared for the opportunities, responsibilities and experiences of life in British Society.

Broad Overview of Careers Guidance at the Senior School
This programme combines work completed in Life Skills sessions (in black) with standalone additional events (in blue). The programme is planned each year and is flexible according to the needs of our students.

Year Group	Autumn Term	Spring Term	Summer Term
7	**Life Beyond School**	Careers and your Future Visiting Speakers	Financial Education
8	• What are enterprise skills? • Proud to be me • Careers interests and Jobs	Visiting Speakers	**Life Beyond School** • Boosting Self Esteem • Exploring Careers
9	**GCSE Options** Opportunity for students and parents to discuss GCSE and iGCSE options with teaching staff.	Presentation on Career Pathways post 16 with focus on Apprenticeships, 6th Form and College options. Visiting Speakers Careers Conference	**Life Beyond School** • Failure to Success • Social Media and Online Stress FOMO • First Aid - How to Administer CPR (Defibrillators) • Employment & Financial Management • Importance of saving money Careers Audit to begin formulating ideas on future pathways. Online assessment tools to help focus on post 16 options and beyond.

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10	Careers Audit Visiting Speakers	Presentation by ASK on apprenticeship opportunities Visiting Speakers Careers Conference Online assessment tools and individual interview on future pathways post 16 and 18.	**Life Beyond School** • Targeted Advertising - Online • Consumer Protection & rights • Rights and Responsibilities • Employment Rights • Understanding a Payslip Mock interviews 6th Form Taster Day 1 Work Experience Week Enterprise as a Career experience
11	6th Form Open Evening Online assessment tools and individual interview on future pathways post 16 and 18. Dream Placement presentation – with opportunity to participate in Future Leaders programme.	**Staying Safe offline and online** • Online Reputation and Digital Footprints Enterprise as a Career. 6th Form Taster Day 2 Visiting Speakers Careers Conference	**Life Beyond School** • Time Management - Technology • Social Media Validation Vs Reality • Writing a Personal Statement • CV Writing
12	ALIS Testing Online assessment tools and individual interview on future pathways 18. Dream Placement presentation – with opportunity to participate in Future Leaders programme.	Post sixth form options including university, apprenticeships, employment, further education and gap years. UCAS Conference Careers Conference	UCAS process begins CV writing Application forms Letters of application Exploring apprenticeship and employment opportunities. Mock interviews Work Experience opportunities
13	UCAS Process	UCAS - Finance and clearing. Careers Conference Preparing for independent life - budgeting, cooking, first aid and resilience.	

Careers Guidance

Formal Careers education starts in Year 7, and links to our clear focus on individual pathways for each student. This Careers education is focused on helping each student to know their own strengths and weaknesses, and to help them see how their interests can be taken forward into their career.

Some aspects of the Careers programme run within the Life Skills programme. Within Life Skills, students are helped to access accurate and up-to-date careers guidance that is presented in an impartial manner and enables each student to make informed decisions about a range of career options so they can fulfil their potential. These lessons are complemented by stand-alone careers events such as Careers Conference, Careers Interviews, the Year 10 work experience and enterprise events.

Windermere School's career programme references the Gatsby Charitable Foundation's Benchmarks and the updated Good Career Guidance from 2024:

A stable career programme	Careers is embedded within the Life Skills programme and also reinforced by a rolling programme of career events and is also referenced within individual subjects as relevant. Windermere School has a teacher i/c of the Careers programme and a teacher i/c of the Life Skills programme and these staff work closely together to provide and monitor what is being offered. Both programmes are evaluated and fine-tuned
Learning from career and labour market information	Every student, and their parents, has access to good quality information about future study options and labour market opportunities (e.g. through the Year 9 options evening where the teacher i/c of Careers is available to support decision making).
Addressing the needs of each student and offering personal guidance	The Career programme at Windermere School recognises that students have different career guidance needs at different stages and this is reflected in the opportunities for different year groups and in our understanding that advice needs to be tailored to the needs of each individual. We actively seek to challenge stereotypical thinking and raise aspirations. Every student will have at least one careers guidance interview by the end of Year11, and the opportunity for a further interview by the end of Year 13. In reality students have access to much more than this, and careers guidance (on top of the formal interviews) is given on a regular and more informal basis within the tutoring system.
Linking curriculum learning to careers	All staff link their specific curriculum learning to careers opportunities as appropriate and in particular STEM subject staff highlight the relevance of STEM subjects for a wide range of future career paths.
Encounters with employers and employees	Every student will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This is achieved through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. This gives our students the opportunity to learn about what work is like and what it takes to be successful in the workplace.
Experiences of workplaces	Every student has the opportunity to gain first-hand experiences of the workplace through work visits, work shadowing and the Year 10 work experience week to help their exploration of career opportunities, and expand their networks.
Encounters with further and higher education	All students are taught about the full range of learning opportunities that are available to them, including academic and vocational routes, and learning in colleges, universities and in the workplace. For example, Sixth Form students are exposed to university visits, and are taken to Lancaster University to use the library to assist with the completion of their Extended Essays / Reflective Projects.

Further details relating to Windermere School's careers programme are available on the school website.

How is Careers education taught and who is responsible for teaching it

At the Senior School Careers is overseen by the teacher i/c of the Careers programme, working alongside the Life Skills staff and the relevant Heads of Section. It is also the responsibility of all staff to discuss topics relating to careers in an appropriate manner.

How Careers education is monitored and evaluated

With Life Skills, Careers is taught and assessed in the same way as other academic subjects within the curriculum, with students awarded a class and prep effort grade and an attainment grade. There are regular low stakes assessment points and the use of short hinge point tests to ensure that students are developing their knowledge and understanding.

Careers guidance is also monitored and evaluated using feedback from the School community.

Delivery of the Careers content will be made accessible to all students, including those with SEND and / or AGT students, through a variety of differentiation strategies, and ensuring that tasks are accessible and appropriate for everyone.

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