

# CAREERS POLICY



To be read in conjunction with the Senior School Curriculum Policy, PSHE, RSE & SMSC Policy, and the co-curricular programme

UPDATED BY	DATE OF LAST REVIEW	NEXT REVIEW DATE
Chris Dearmer (Deputy Head – Co-curricular, Community, Careers)	August 2025	August 2026

# 1 Rationale

South Hampstead High School is committed to providing a high quality Careers and Higher Education preparation programme that supports the school aims by helping to develop the knowledge, confidence and skills required to make well-informed choices and plans for a successful transition into the next phase of a student's education, and ultimately employment.

Additionally, the programme promotes equality of opportunity, avoids stereotyping, encourages participation in Higher Education, develops enterprise and employability skills and contributes to the attainment of economic wellbeing and financial capability.

# 2 Aims

The Careers and Higher Education programme is for all pupils throughout the school, from Junior to Sixth Form. Guided by the [Gatsby benchmarks](#), its aim is to provide comprehensive, up-to-date careers guidance that:

1. is presented in an impartial manner
  - To include unbiased information and guidance on all available options available post-16
  - To include opportunity for individual and impartial discussions regarding GCSE and A-Level choices, Post-16 decisions, work experience options and other opportunities pertaining to developing workplace skills
2. enables students to make informed choices about a broad range of career options
  - To include opportunities for research into a wide variety of careers
  - To include opportunities for first-hand contact with industry experts
  - To include timely advice, via assemblies, presentations or individual interviews to help pupils decide GCSE and post-16 courses
  - To include direction within lessons as to potential careers stemming from the lesson content
3. helps to encourage students to fulfil their potential
  - To work with the co-curricular programme to provide opportunities to develop and explore a range of skills, experiences and interests
  - To work with the PSHE and tutor programmes to self-reflect and understand their own strengths, weaknesses and interests
  - To provide the opportunity to identify and develop areas of strength through self-assessment and aptitude testing, alongside the recognition of areas for development
  - To work with HoDs to ensure each individual is encouraged to aim for their maximum potential and avoid barriers to entry due to stereotyping

# 3 Delivery of the Careers and Higher Education Programme:

Working with the title of 'Futures Programme', delivery includes, but is not limited to:

- Timetabled careers lessons within the PSHE curriculum
- Assemblies and dedicated tutor periods
- Activities Days, in partnership with LSE Generate
- Individual aptitude tests and interviews
- External careers fairs
- E-mail communication to relevant years of work experience, tasters days and other career and higher education based opportunities

- Scheduled interviews
- Sixth Form opportunities; including Speaker Series, Extension Sessions, Great Ideas lecture series, LEAD
- Careers talks, including sessions with the South Hampstead and GDST Alumnae network

## 4 Content of the careers programme

Pupils receive careers guidance and exposure to the world of work throughout their time at school, with a progressive, age-appropriate approach designed to inspire, inform, and empower.

### Junior School (Reception – Year 6)

In the Junior School, the focus is on building early awareness that life beyond school exists and that current learning lays the foundation for the future. Pupils are introduced to the concepts of ‘career’ and ‘job’ primarily through the PSHEE curriculum, including the *What Makes Life Good* unit, which explores the role of work in achieving a balanced life. Guest speakers from a variety of professions regularly visit to share their experiences, helping pupils broaden their understanding of the working world. Pupils are also encouraged to challenge common stereotypes and misconceptions about work and careers, particularly those related to gender.

### Key Stage 3 (Years 7 – 9)

At Key Stage 3, pupils begin the *Futures Programme* - the school’s bespoke careers curriculum - delivered primarily through the PSHE programme. This stage deepens pupils’ exploration of a wide range of careers across diverse sectors. They are guided to reflect on their personal qualities, motivations, and aspirations, and to consider how these may shape future career paths. Key employability skills are introduced, including how to write a CV, draft an application letter, develop a personal brand, and deliver an effective elevator pitch. In Year 8, pupils participate in the *Think Global, Act Local* project, gaining first-hand insight into business creation and development. In Year 9, they collaborate with professionals from the London School of Economics’ *Generate* programme to cultivate entrepreneurial thinking and skills.

### Key Stage 4 (Years 10 – 11)

At Key Stage 4, careers guidance becomes increasingly personalised. Pupils receive tailored support on A Level subject choices and the implications these may have on future university courses and career options. They are offered the opportunity to take the *Morrisby Test* and interview, a psychometric assessment that evaluates aptitudes, interests, and personality traits to suggest potential career and educational pathways.

### Key Stage 5 (Sixth Form)

In Sixth Form, pupils benefit from a wide range of careers-focused opportunities, including the *Free Thinking Friday* lecture series, *Year 12 Futures Week*, the *GDST CareerStart* and *LEAD* programmes, targeted work experience opportunities, and a comprehensive Higher Education support programme.

### Ongoing Careers Support (Senior School)

Across the Senior School, additional careers education and guidance is embedded through:

- The biennial *Aspirational Futures Fair* (Years 9–13)
- Regular engagement with alumnae offering mentorship and work experience
- Continued collaboration with LSE *Generate*
- Departmental and co-curricular activities that highlight subject-specific career pathways

Junior School	PSHE curriculum; jobs, personal skills and qualities, tackling misconceptions 'What makes life good' unit - Philosophy Guest careers talks	
Key Stage 3	Futures Programme Exploring different career paths CV creation Marketing and branding Reflection on personal qualities, aspirations and motivations Elevator pitch	Aspirational Futures Fair (Years 9-13) Alumnae links - talks, career guidance, work experience LSE Generate Departmental-level careers guidance Co-curricular careers guidance
Key Stage 4	A Level choice guidance Morrisby test and interview Information on Work Experience	
Key Stage 5	Free thinking Fridays Year 12 Futures Week Higher Education provision GDST CareerStart programme Work experience opportunities LEAD	

## 5 Recording and tracking progress in the careers programme

Pupils make use of various platforms to record their progress through the careers programme:

- Unifrog is introduced in Year 7 and remains in use through to the Sixth Form. From the beginning, pupils are encouraged to log key skills, aptitudes, and careers-related work completed in PSHE lessons. In the Sixth Form, Unifrog becomes the primary tool for managing and tracking higher education applications. Tutors have access to their tutees' accounts to monitor progress and offer guidance.
- Pupils who choose to complete the Morrisby test and interview receive a personalised Morrisby account, which stores their results and offers tailored career guidance based on their data.
- At the biennial *Aspirational Futures Fair*, pupils record their interactions and key learning outcomes using an age-appropriate booklet and a corresponding Google Form.

## 6 Gatsby benchmarks

The school assesses the effectiveness and comprehensiveness of its careers provision against the Gatsby benchmarks, as follows:

<b>Gatsby benchmark 1</b> <b>A stable careers programme</b>  Programme from Junior through to Sixth Form Futures Programme	<b>Gatsby benchmark 2</b> <b>Learning from career and labour market information</b>  Aspirational Futures Fair KS3 exploration of different career paths Speakers Departmental curricula LEAD	<b>Gatsby benchmark 3</b> <b>Addressing the needs of each young person</b>  Stereotypical thinking and misconceptions challenged Morrisby 1-1 guidance on subject choices and higher education options	<b>Gatsby benchmark 4</b> <b>Linking curriculum learning to careers</b>  Departmental curricula Co-curricular activities
<b>Gatsby benchmark 5</b> <b>Encounters with employers and employees</b>  Aspirational Futures Fair Speakers Alumnae Work experience opportunities LEAD	<b>Gatsby benchmark 6</b> <b>Experience of workplaces</b>  Lazard Ad hoc opportunities Departmental guidance LEAD LSE Generate	<b>Gatsby benchmark 7</b> <b>Encounters with further and higher education</b>  Higher Education programme	<b>Gatsby benchmark 8</b> <b>Personal guidance</b>  From subject teachers HODs External advisors

## 7 Personnel and interested parties

The Careers and Higher Education programme is an integral part of the education provided at South Hampstead High School. Personnel directly involved with the Careers and Higher Education programme and interested parties include, but are not limited to:

- Deputy Head (Co-curricular, Community, Careers)
- Director of Sixth Form
- Assistant Head Enrichment
- Head of UCAS; Head of Oxbridge
- Overseas Universities Officer
- HoYs and tutors
- PSHE teachers
- HoDs and subject teachers
- Trust Office – Learning & Development Manager