

SENIOR SCHOOL POLICY ON CAREERS GUIDANCE

The commitment to diversity, equality, and inclusivity is at the heart of our values at Austin Friars. Equality means creating an environment where pupils have the chance to achieve their full potential, free from barriers, prejudice, and discrimination. Inclusion is about recognising that each pupil is unique and that their needs can be met in different ways. Diversity means recognising, respecting, and celebrating the added value that differences bring. Our unwavering dedication to our school values – Truth, Love and Unity - is how we fulfil our mission at Austin Friars. It is through our commitment to diversity, equality, and inclusivity that our pupils are empowered to be authentic and succeed.

Careers guidance at Austin Friars conforms to the statutory guidance regarding Careers Guidance and Access for Education and Training Providers. It is broadly in line with the Gatsby Benchmarks and is accurate and up-to-date. It will be (i) presented impartially, (ii) enable pupils to make informed choices about a broad range of career options and (iii) help them fulfil their potential. There will be effective preparation of pupils for the opportunities, responsibilities and experiences of life in British society.

Careers guidance is coordinated by the Careers Leader (who is also currently the Enrichment Programme Coordinator). Support is provided by a Careers Section in the Library which is available to all pupils, by web-based platforms (eg Unifrog), by the Enrichment (PSHE) programme, by tutors and subject staff. The relevant Head of School also provides support and advice, as well as arranging additional visits by external speakers and interviews for pupils with independent advisors.

The GCSE/IGCSE options process sees pupils receiving guidance from the Head of Lower School, Tutors, Heads of Department and the Deputy Head (Academic). A GCSE/IGCSE prospectus is provided and there is a round-robin morning when pupils are addressed by each Head of Department followed up by a parents' evening shortly thereafter.

The Head of VI Form oversees the process of guidance for university entrance, apprenticeships and other pathways beyond Austin Friars advising on applications, visits to university departments and preparing for interviews where these are required. Subject specialists with departments provide practice interviews and web based platforms such as UCAS hub and Unifrog are used extensively to allow students to research and prepare application materials for their chosen pathway.

Individual careers guidance is available through the VI Form tutor team and experienced subject specialists. The Sixth form area and school library is well-resourced with a wide range of reference books, prospectuses and directories, supplemented by a range of books, videos and materials which can be accessed via Unifrog.

Pupils are encouraged to find their own work experience placements during holiday periods. This is essential for some careers and also helps pupils identify relevant university courses if they are unsure about progression. It is also useful experience for students to discuss on any application materials.

The university entrance process is set out in detail in the VI Form Prospectus and VI Form UCAS booklet.

Below is an overview of the Careers' Programme at Austin Friars:

Deputy Head (Academic)



September 2024



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Year	Michaelmas Term		Lent Term		Summer Term		Additional Events
	1 st Half	2 nd Half	1 st Half	2 nd Half	1 st Half	2 nd Half	
1 st Form	Introduction to the Library. Introduction to Unifrog Linking careers to personality 1st Form information evening. Tutorial Programme.	Understanding skills	Creating interests profile and link to careers	STEM week. Rotary Challenge. Careers Week	Logging activities Study skills and revision	Researching your dream career	Visiting speaker TBC Assemblies
2 nd Form	Strengths and areas for development Target setting Unifrog refresher What is success- identifying personal motivations Tutorial programme	Understanding careers terminology	Exploring the Unifrog Careers Library	STEM week. Rotary Challenge. Careers Week	Linking activities to skills Study skills and revision	Understanding skills and competencies	Visiting speaker TBC Assemblies
3 rd Form	Strengths and areas for development Target setting Tutorial Programme Exploring skills- leadership	EP – Thinking about options and careers. Unifrog session- GCSE's choices, choices	3rd Form options evening. Explore Unifrog subjects library	STEM week. Rotary Challenge. Options finalised and pupils interviews as necessary Wellbeing focus Careers Week	Study skills and revision Linking interests to careers	Skills focus- teamwork	Visiting speaker TBC Assemblies
4 th Form	Strengths and areas for development Target setting Tutorial Programme. Study Skills Day Creating a personality profile	4th Form information evening. Exploring Unifrog careers library	Skills focus- teamwork	Skills focus- teamwork and communication STEM week. Rotary Challenge. Careers Week	Work experience- researching placements and how to contact employers	CV's and cover letters 1-1 interviews Sam Meakin	Visiting speaker TBC Visiting services interviewer for 1:1.= skills and experiences focus Encouraged to arrange work experience over summer holiday.
5 th Form	Strengths and areas for development Target setting Tutorial Programme. Exploring Post 16 options	Understanding and exploring post 16 options: Apprenticeships CTEC ALevels Study Skills and preparation for mocks JTI/SP interviews.	SMT Interviews. 5th Form into 6 th form information evening. Wellbeing focus- managing stress and anxiety	STEM week. Rotary Challenge. Revision and exam techniques Preparing for GCSEs Careers Week	School leavers: Preparing for the future	6 th Form Induction. Introduction to NCS National Citizenship Service assembly	Bluelight Event TBC Encouraged to arrange work experience in summer holiday Encouraged to take part in NCS summer scheme



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6th Form	L6 Form Subject fair and 1:1 discussions as necessary. 6th Form information evening U6 th Prefect training. Mentoring Tasks on Firefly.	L6th Young Enterprise set up. Study Skills and preparation for mocks Youth Speaks. Using Unifrog- opportunities in the UK and internationally	L6th UCAS introduction. U6th Oxbridge and Medical Interviews organised within departments Parents evening. Introduction to MOOCs	STEM week. UCAS Convention. Rotary Challenge. Oxbridge Convention. Careers Week	Young Enterprise Presentations.	Prefect Interviews.	Gen2 presentation. Project Trust presentation. Healthcare and Bluelight Event TBC Practice interviews with subject specialists. EP throughout the year- Presentation and Interview skills, input from external speakers, project management, . Pupils encouraged to arrange work experience in summer holiday
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