



Careers Education, Information, Advice and Guidance Policy

Key points and summary

1. Harrow High School acknowledges the importance of career's guidance in raising our learner's aspirations, broadening their horizons and empowering them to make well-informed realistic choices about their transitions, and future.
2. The school is committed to careers education through a planned curriculum from Year 7 – 13, delivered through a variety of mediums.
3. This policy aims to:
 - Give clear guidance to staff, parents and learners on the aims of the careers programme
 - Outline the role of the careers team.
 - Explain the careers programme for each year group.

Approved by Governors : Jan 23

Review date: Autumn 2024

Responsible for review: Deputy Headteacher, Kevin Patel

Aims

One of our core values as a school is "Excellent Aspirations" and a key aspect of this is supporting our students in both realising and thriving in their future career. We aim to raise the aspirations of our learners, challenge stereotypes and encourage all pupils to consider a wide range of careers.

Through engaging in a high-quality career programme, we aim to ensure all pupils make the most of their talents, to go on to further and higher education and those pupils are prepared for the next stages of their education, employment, or training.

Our particular aims are;

1. To provide high quality, impartial careers guidance that helps pupils to make informed choices about which courses suit their academic needs and aspirations.
2. To ensure pupils are prepared for the next stage of their education, employment, self-employment or training at key transition points.
3. To allow pupils to understand how their education equips them with the behaviours and attitudes necessary for success in their next stage of education, training or employment and for their adult life.
4. Develop a broad understanding of the world of work and an ability to respond to changing opportunities.
5. Develop independent research skills so that they can make good use of information and guidance.
6. Develop and use their self-awareness when thinking about and making choices.
7. Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

Roles & Responsibilities

Kevin Patel – Deputy Headteacher & Careers Leader

Mr Patel is responsible for the strategic oversight, and monitoring of careers education at Harrow High School. This means ensuring that the school is compliant with all statutory requirements, evaluating the school's provision, and driving changes which best meet student's needs. He leads the Careers Team at Harrow High to ensure that the careers provision supports learners to make informed choices to reach a career goal of their choice.

Almas Motiwala – Careers Coordinator

Mrs Motiwala leads on all aspects of the Work Experience programme for students in Year 10 and 12. This involves preparing students with work life skills, organising placements, and follow up work such as CV writing. She also supports all Year 11 students through the college and apprenticeship application process, and organises the Year 11 Careers Day where students learn about apprenticeships and have a mock interview with a local employer.

Michelle Bowen – Head of Student Development

Miss Bowen is responsible for the delivery of the Aspirations programme in Year 7-11 which includes the PIXL Edge programme in Year 7 & 8. She organises visits to universities and places of work, and leads on KS3 Graduation. She also organises the annual Harrow High Careers Fair, which involves over 40 employers and universities coming into school to speak to our students.

Hena Tasnim – Sixth Form Personal Development Leader

Miss Tasnim is responsible for designing and overseeing the Personal Development curriculum (inc Careers Education) in the Sixth Form. This includes leading on the UCAS process, and supporting students with planning for life after Sixth Form.

Rachel Danso – Independent Careers Coordinator

Mrs Danso gives Independent and impartial careers advice to all students at Harrow High. All students in Year 11 have a 1:2:1 session with her, to discuss their options. Mrs Danso also does group work with students in KS3, and any pupils who would like to see Mrs Danso, should book an appointment via Mrs Motiwala.

Harrow High School Careers Programme

Our careers programme follows the Careers & Enterprise Companies Gatsby Benchmarks, outlined below.

- **A stable careers programme** - Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
- **Learning from career and labour market information** -Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
- **Addressing the needs of each pupil** - Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
- **Linking curriculum learning to careers** - All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
- **Encounters with employers and employees** - Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
- **Experiences of workplaces** - Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks
- **Encounters with further and higher education** - All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
- **Personal guidance** - Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual

All students have access to our core entitlement, which is outlined, per year group at the end of the policy. In addition to this, all students have access to the following;

- A dedicated section in the Library focused on careers education.
- Access to an Independent Careers Advisor by drop in, or appointment.
- Regular assemblies on transitions, and careers education.
- Attending careers talks by a variety of industries such as Engineering, Animal Care, and Academia.
- Unifrog e-learning platform.

We also have a specific provision by particular student groups such as Disadvantaged/Pupil Premium, High Prior Attainment, SEN, and EAL, which is outlined at the end of the policy.

Monitoring and Evaluation

An annual self-evaluation is completed by the Careers Leader using the Careers and Enterprise Company's Compass Evaluation tool. This evaluates the school's careers programme and how far it fulfils the Gatsby Benchmarks, and compares the extent of our programme to other schools nationally.

The Department for Education's Destinations measures, and Leavers Destinations Reports from Prospects are used to ensure the number of students not in education, employment, or training (NEET) is very low, and to inform the continuous shaping of our careers programme, based on our students changing needs, as determined by changes in destinations.

We collect student and external provider/employer/HE provider feedback from various events such as the Careers Fair, Yr. 11 Careers Day, and university trips. This is supplemented with Parental feedback via our Parents Evenings questionnaires.

Year 7 Programme

Activity	Further Information	Date	Staff Lead	Gatsby Benchmark(s)
Enterprise Day	Students take part in a half-day interactive workshop led by Sixth Form students, based on designing, launching, and marketing a new product.	Autumn Term	MB	5
Careers Fair	Over 40 local and national employers, universities, and technical education providers spend the day at Harrow talking about their careers/courses, and answering questions from students. Examples of employers' present include the NHS, the Civil Service, PricewaterhouseCoopers, and Barclays. Examples of higher, further, and technical education providers include Brunel University, Oxford University, Harrow College, and Stanmore College. Students spend 50 mins in the school hall, and are prepared on how to network, and research the organisations, during the previous week.	Autumn Term	MB	1, 5, 7,
STEAM Workshop	A STEAM workshop as part of STEAM day which will focus on the work of forensic scientists, and biologists.	Spring Term	NE	4, 5
Excursion to Middlesex University	We have a strong relationship with our local higher education provider Middlesex University, as many of our alumni have attended and graduated from the institution. All students spend 1 day at the university and get an introduction to university life, and take part in a STEM activity.	Spring Term	MB	7
Excursion to Kidzania	Students will visit the Kidzania interactive experience in Westfield, White City, where they will have an opportunity to gain experience of different workplaces, and careers. There will be a follow up activity by form tutors to highlight labour market information and further sources of information.	Summer Term	MB	6

Year 8 Programme

Activity	Further Information	Date	Staff Lead	Gatsby Benchmark(s)
Careers Fair	Over 40 local and national employers, universities, and technical education providers spend the day at Harrow talking about their careers/courses, and answering questions from students. Examples of employers' present include the NHS, the Civil Service, PricewaterhouseCoopers, and Barclays. Examples of higher, further, and technical education providers include Brunel University, Oxford University, Harrow College, and Stanmore College. Students spend 50 mins in the school hall, and are prepared on how to network, and research the organisations, during the previous week.	Autumn Term	MB	1, 5, 7
Excursion to Brunel University	We have a strong relationship with our local higher education provider Brunel University, the most popular university of choice, of our Sixth Form students. Students tour the campus, meet university students, and explore the different routes to university and how to prepare for university life.	Spring Term	MB	7
Barclays Life Skills Workshops	Barclays will deliver 4 1-hour workshops to students to focus on developing their employability skills, and improving their awareness of financial education such as basic banking skills.	Summer Term	MB	5

Year 9 Programme

Activity	Further Information	Date	Staff Lead	Gatsby Benchmark(s)
Careers Fair	Over 40 local and national employers, universities, and technical education providers spend the day at Harrow talking about their careers/courses, and answering questions from students. Examples of employers' present include the NHS, the Civil Service, PricewaterhouseCoopers, and Barclays. Examples of higher, further, and technical education providers include Brunel University, Oxford University, Harrow College, and Stanmore College. Students spend 50 mins in the school hall, and are prepared on how to network, and research the organisations, during the previous week.	Autumn Term	MB	1, 5, 7
Options	Students will be given support in making important decisions regarding their GCSE Option choices for KS4. Students and parents will be given advice via an Options Evening where there will be presentations by Senior staff, and an opportunity to talk to staff and older students about making suitable choices. There will also be an opportunity to talk to Careers Advisor at this event. Students will also have an assembly focused on Options.	Spring Term	JB	3, 8
Careers Lessons	Students will receive 1 lesson per subject focused on the careers and opportunities', and skill development, that can lead from studying those subjects at GCSE level and beyond.	Spring Term	CTLs	4
PD Carousel - Careers	7/8 Week Creative Careers carousel, these lessons equip learners with the knowledge and skills to take ownership of their own learning and become independent critical thinkers. 1. Understanding the Workplace 2. Jobs and Occupations 3. Occupation Classifications 4. Business Structures 5. Work Hierarchy and Structure 6. Equality and Stereotypes in the Workplace 7. What is Enterprise	7 weeks	MB	2, 3

Small Group Careers Workshop	In groups of 6, each learner will have a workshop with the schools Independent Careers Advisor focusing on researching labour market information for careers that interest them. They will look at the entry requirements, routes to employment, and salary statistics for their chosen careers.	Spring Term	AM	2, 3, 8
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Year 10 Programme

Activity	Further Information	Date	Staff Lead	Gatsby Benchmark(s)
Aspirations Activities	Students will complete 1 20 min activity a week with their form tutors related to careers. In Year 10 this will involve preparing for work experience and developing employability skills such as communication, time management, and initiative. They will also be taught about how write a C.V.	Weekly	MB	2, 3,
Excursion to Skills London	We attend the Skills London Fair at the Excel centre to allow students to explore vocational pathways after they leave school. This is through meeting different apprenticeship providers, talking to a variety of employers, and participating in interactive tasks. Employers present include BT, the BBC, and local building firms.	Autumn Term	MB	2, 3, 5, 7,
Careers Fair	Over 40 local and national employers, universities, and technical education providers spend the day at Harrow talking about their careers/courses, and answering questions from students. Examples of employers' present include the NHS, the Civil Service, PricewaterhouseCoopers, and Barclays. Examples of higher, further, and technical education providers include Brunel University, Oxford University, Harrow College, and Stanmore College. Students spend 50 mins in the school hall, and are prepared on how to network, and research the organisations, during the previous week.	Autumn Term	MB	2, 5, 7
Work Experience	Students will partake in 1 week's external work experience for a local employer. Students will have the choice to find their own placement, or apply for a placement though Harrow Work Experience Partners (external organisation.) There will be regular assemblies from the Careers Coordinator to explain this process to students.	Summer Term	AM	3, 6
Careers Lessons	Students will receive 1 lesson per subject focused on the careers and opportunities', and skill development, that can lead from studying those subjects at A- level/Level 3 BTEC and beyond.	Summer Term	CTLs	4

<p>1:2:2 Careers Interview</p>	<p>All students will receive 1 50min Independent Careers Guidance Interview with a qualified Careers Advisor, in pairs. Students will explore relevant labour market information; the options open to them post 16, and how they can apply for these opportunities. Students are issued with an action plan with links to useful resources based on their personal career choices.</p>	<p>Summer 2</p>	<p>AM/RD</p>	<p>3, 8</p>
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Year 11 Programme

Activity	Further Information	Date	Staff Lead	Gatsby Benchmark(s)
1:2:1 Careers Interview	All students will receive 1 50min Independent Careers Guidance Interview with a qualified Careers Advisor. Students will explore relevant labour market information; the options open to them post 16, and how they can apply for these opportunities. Students are issued with an action plan with links to useful resources based on their personal career choices.	Weekly	AM/RD	3, 8
Careers Fair	Over 40 local and national employers, universities, and technical education providers spend the day at Harrow talking about their careers/courses, and answering questions from students. Examples of employers' present include the NHS, the Civil Service, PricewaterhouseCoopers, and Barclays. Examples of higher, further, and technical education providers include Brunel University, Oxford University, Harrow College, and Stanmore College. Students spend 50 mins in the school hall, and are prepared on how to network, and research the organisations, during the previous week.	Autumn Term	MB	2,5,7
Careers Day	The year group will be split into 5 groups and carousel through a variety of careers related activities such as a taking part in a mock interview with a local employer, attending an employability skills workshop with the NCS, learning about professional networking from Uptree, learning about Apprenticeships, and meeting student ambassadors from a local HE provider. Students are encouraged to dress professionally (non – uniform) for the day.	Spring Term	AM	3, 5, 7,
1:2:1 Application Support	Students will be given 1:2:1 support to complete their Sixth Form, college, apprenticeship, or job application form from the Careers Coordinator, or their Assistant Standards and Achievement Leader.	Spring Term	AM	3, 8
Sixth Form or College Taster Day	All pupils will be able to take part in a taster day at Harrow High Sixth Form, or Stanmore College (delivered at Harrow High School.)	Dec	AM	7

Sixth Form Programme

Activity	Further Information	Date	Staff Lead	Gatsby Benchmark(s)
University, Apprenticeship, & Job Application Support	All students in Year 13 will get 1:2:1 support from their Form Tutor, the Sixth Form Learning Mentor, and the Personal Development Leader in completing their UCAS, apprenticeship, or job application. This will include interview support, and advise for any students needing to take any admissions tests.	Weekly	EJG	3, 8
Assemblies & Tutor Programme	There will be regular assemblies from external providers such as local HE providers, and employers, on the opportunities available for students. The tutor programme will have regular opportunities for students to explore labour market information, different Post 18 routes, and career choices.	Weekly	EJG	3, 5, 7
Work Experience	All students on a BTEC programme undertake an external 6-month work experience placement 1 day a week. We aim to find a placement, which is linked to the course the student is studying, or their career aims.	Nov - April	AM	6
University Fair	Students attend a University Fair at John Lyon School in Harrow on the Hill, where over 30 universities such as Oxford, UCL, Southampton, and Bristol will attend. There are also be stalls about organising gap years, and studying abroad.	Autumn Term	EJG & AM	7
HHS Careers Fair	Over 40 local and national employers, universities, and technical education providers spend the day at Harrow talking about their careers/courses, and answering questions from students. Examples of employers' present include the NHS, the Civil Service, PricewaterhouseCoopers, and Barclays. Examples of higher, further, and technical education providers include Brunel University, Oxford University, Harrow College, and Stanmore College. Students spend 50	Autumn Term	MB	2, 5, 7

	mins in the school hall, and are prepared on how to network, and research the organisations, during the previous week.			
Professional Networking & Uptree	Uptree, a social enterprise will deliver an assembly on professional networking to include using social media (Linked in), face to face networking, and finding work experience.	Autumn Term	EJG & AM	2, 5
University Excursions	Students will have the opportunity to visit two universities; normally Brunel and either Kings College, or UCL. Students will tour the campus, have guest lectures, and will have lectures on university applications, student finance, and university life from admissions tutors. They will have opportunities to talk to current university students and ask any questions.	Autumn & Spring Term	AM	7
Skills London Fair	We attend the Skills London Fair at the Excel centre to allow students to explore vocational pathways after they leave Sixth Form. This is through meeting different apprenticeship providers, talking to a variety of employers, and participating in interactive tasks. Employers present include BT, the BBC, and local building firms.	Autumn Term	EJG & AM	5, 7
Careers Interview	Each student will have a 1:2:1 interview with a qualified, independent, and impartial careers advisor from City University. The students career interests, strengths, and areas for development will be discussed and each student will be given a tailored action plan.	Spring Term	AM	8
UCAS & Futures Week	In this important week students focus on planning their applications for university, apprenticeships, or jobs after Sixth Form. They attend assemblies on different career options including apprenticeships, take part in workshops on topics such as interview skills, and filling in the UCAS form, and have chance to have a 1:2:1 mock interview and personal statement review with a member of the Sixth Form team.	Summer Term	EJG	2, 3, 8
Personal Development	Students will have regular Personal Development lessons focused on Careers Education. Topics covered will include UCAS, student finance, and applying for jobs.	Summer Term	EJG	3

Specific Provision for Student Groups

Student Group	Activities & Information	Date	Staff Lead	Gatsby Benchmark(s)
HPA	<p>Brilliant Club (Yr. 7/8) – Academic Mentoring Programme run by the PhD student at an Aspiration university, where participants write an academic thesis based on a topic of their choice.</p> <p>St Johns Inspire & Pre-Inspire Programme (Yrs. 9/12/13) – An academic mentoring programme run by the University of Oxford to build give students supper-curricular enrichment.</p> <p>Premier League Programme (Yr. 11) – Students have access to inspirational guest speakers, workshops, and an additional 1:2:1 Careers Interview.</p> <p>University of Oxford Visit (Yr. 10)</p>	Ongoing	SW2	3, 7
Disadvantaged (inc LAC)	<p>Group work with Careers Advisor (Yr. 8 -10) – SALs identify pupils who need early interventions and advice from the Careers Advisor.</p> <p>Prioritisation & Extra Meetings with Careers Advisor (Yrs. 10 & 11)</p> <p>Risk of NEET Programme (Yr11) – Harrow Council run a bespoke workshop, and</p>	Ongoing	AM/RD	3, 5, 6, 7, 8
EAL	<p>ESOL/IGCSE English (Yrs. 9 -11) Students learn essential English language skills through the context of writing job applications, and practising for formal interviews.</p> <p>Stanmore College Presentation and Q&A (Yr. 11) – A local FE provider, will visit students in their ESOL/IGCSE English lessons, and deliver a presentation on courses available at the college.</p>	Ongoing	AH/MS/AM	3, 4, 7

<p>SEN</p>	<p>ASDAN (Year 11) Students learn essential skills such as preparing for an interview which can be used in preparing students for employment.</p> <p>Stanmore College Presentation (Yr. 11) – A local FE provider, will visit students and their parents at school and deliver a presentation on courses available at the college.</p>	<p>Ongoing</p>	<p>AM/EP</p>	<p>3, 4, 7, 8</p>
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