

# SUTTON

HIGH SCHOOL

## What to expect from Careers Education, Information, Advice & Guidance



**Welcome**, to Sutton High School, we know that students and their parents begin to consider future pathways at an early stage, we therefore introduce careers education from Year 7. We encourage students to take plenty of time to explore, fully consider all their options alongside keeping an open mind throughout their time here. We also promote the importance of transferable skills and encourage students to record these, as they will play a key role in equipping them for the rapidly evolving world of work.

Students are encouraged to be curious about careers and carry out their own research, through use of varied activities and resources, that they will be introduced to. They can also seek advice and guidance from our Head of Careers, a qualified careers adviser, during break or lunchtimes on a Tuesday to Thursday alongside asking for information and advice from Form Tutors and Subject Teachers when they need it.

Our Careers Programme is delivered to all pupils through the curriculum via a combination of PSR Careers lessons (Years 7-11), subject lessons, form time and stand-alone activities including a biennial Careers Fair in addition to short guidance meetings at key transition points in Year 9, 10, 11 and 12. Sixth Form students also benefit from an extensive Enrichment Programme.

We are mapping current provision against the new Career Development Institute (CDI) framework so we can be sure our students are growing the career development skills they need, alongside academic and transferable skills, so they possess the skills, knowledge, and attitudes to successfully begin to navigate their journey through life, learning and work.

 <p><b>Grow throughout life</b> by learning and reflecting on yourself, your background, and your strengths</p>	 <p><b>Manage your career</b> actively, make the most of opportunities and learn from setbacks</p>	 <p><b>Balance Life as a worker and/or entrepreneur</b> with your wellbeing, other interests and your involvement with your family and community</p>
 <p><b>Explore the full range of Possibilities</b> open to you and learn about recruitment processes and the culture of different workplaces</p>	 <p><b>Create Opportunities</b> by being proactive and building positive relationships with others.</p>	 <p><b>See the big picture</b> by paying attention to how the economy, politics and society connect with your own life and career</p>

*Please note our Careers Programme may be subject to change.*

  
Grow throughout  
life

  
Manage Career

  
Balance Life &  
Work

  
Explore  
Possibilities

  
Create  
Opportunities

  
See the big picture

Available to all  
Years

**Careers Information:** can be found in the Careers section of the school library including up-to-date books, both general reference material and specific occupational information. University and College prospectuses are kept for reference.

The school subscribes to a range of online software which currently includes E-Clips, JED, Morrisby and Unifrog.

**Careers Interviews:** available with Mrs Lenaghan, Head of Careers and Higher Education Guidance, as and when required. Mrs Lenaghan is a qualified Careers Guidance practitioner with the postgraduate Diploma in Careers Guidance. Year 11 students also have the opportunity of a guidance interview with an independent careers adviser.

**Careers Events:** A biennial **Careers Fair** is held at the school for students in Years 9 – 13. **No Clue What to Do? careers talks** began in 2022 delivered by alumnae and employers, to give students a chance to find out where subjects might lead, learn more about the world of work and discover new things. Students also have access to **online GDST CareerStart talks** to boost awareness of careers and pathways, most suited to students in Year 9 and upwards.

Students are encouraged to attend careers fairs, talks, lectures and open days offered both by SHS and the wider GDST network as and when they arise. There are many other stand-alone careers events including visits to and by local companies, and many STEM activities giving students a link to employers.



**Careers Fair 2023** - students in Years 9-13 attended talks and visited over 60 stalls ranging from local employers including AON, Mazars and Specsavers to larger organisations including the Army, Police, RAF, and the NHS alongside Universities and more. We were particularly delighted to welcome over 30 Sutton High School alumnae to the fair.



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## Year 7


 Students participate in PSR Careers lessons and are introduced to the Job Explorer Database (JED), a fun interactive software programme that they use to explore different careers and labour market information

  Students will participate in careers-related form time activities to include Apprenticeships


  Students work in groups to interview members of school staff to find out more about different career pathways and to practice their interviewing and presentation skills



 Students start to learn about skills and how they relate to the world of work




 Students are encouraged to be aware that their physical and mental wellbeing are important and are introduced to Mindfulness


 Students learn about the Wider World: Rights and Responsibilities of Children


## Year 8


 Students are introduced to Unifrog, an online careers platform, and start recording their skills and will continue to do so throughout their time at SHS

  Students will participate in careers-related form time activities to include Apprenticeships and exploring Careers in the Curriculum

   Students participate in 'Take Our Daughter to Work' day with preparatory sessions before and presentations to their class after

 Students learn about presentation skills and how they relate to the world of work

 Students continue to be encouraged to be aware of the importance of their physical and mental wellbeing and continue with Mindfulness

 Students learn about the Wider World: Democracy



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## Year 9



  Students are introduced to the Careers library and other sources of careers and labour market information, by Head of Careers




   Students are introduced to Morrisby Aspirations, a web-based resource on which you can answer questionnaires, discover where your current interests could lead you, research courses and careers, store information and create your own individual action plan


   PSR Careers lessons cover topics including emerging and declining careers, the importance of transferable skills and content aimed at helping students make informed GCSE option choices including decision making skills

    Students are invited to an Options evening to find out more about the different subjects available and talk to staff and students

   Students have a guidance meeting with their parents/guardians, Head of Careers, and another member of staff to talk about option choice

  Students will participate in careers-related form time activities to include Apprenticeships and exploring Careers in the Curriculum

   Students have access throughout the academic year to online GDST CareerStart talks to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard

 Students will continue to use Unifrog to record skills

  Students continue with Mindfulness and Project Reconnect which looks at managing time online

*By the end of Key Stage 3 (Year 7/8/9) students should have developed a good awareness and understanding of their own strengths and abilities, be informed and inspired about a wide and ambitious range of career paths, started to build an understanding of the world of work including apprenticeships, started to make sense of a wide range of careers information and resources, considered the skills needed for life beyond SHS and be able to make informed decisions about their GCSE options.*



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## Year 10



PSR Careers lessons include,

- creating a CV and covering letter in preparation for work experience
- looking again at the Future World of Work, emerging jobs alongside the skills and qualities required to navigate the fourth industrial revolution
- exploring the labour market in our local borough of Sutton and the layer of opportunities available within organisations to assist students with thinking about where/who they might approach for work experience



Sixth Form Experience Week enables students to find out more about the opportunities available and go on a university visit



A 'Looking Ahead' Careers session includes external speakers and a chance for students to explore careers/sectors and participate in hands on activities alongside further developing practical career management skills including CV writing and interview technique



Students have a guidance meeting with their parents/guardians, Head of Careers, and another member of staff to talk about their post-16 plans and ideas for work experience



Students will participate in careers-related form time activities to include Apprenticeships and exploring Careers in the Curriculum



Students have access throughout the academic year to online GDST CareerStart talks to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard



Students will continue to use Unifrog to record skills



Students continue with Mindfulness

Students were asked what they learnt from the  
Careers Fair 2023 ...

*The number of apprenticeships available.*

*I learnt about a job I had never heard of before.*

*You don't have to decide upon a career straight  
away...the skills you learn in some jobs can be  
applied to other careers.*

*How people have started their businesses.*



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## Year 11



Students undertake a Morrisby Profile – a set of psychometric assessments and questionnaires that will pinpoint a student's unique strengths, preferences, and interests. The results and report will help when making decisions about post-16 plans and beyond



Students learn how to make sense of their Morrisby Profile report and time is given to reflect on it and research the suggestions given



Students have an individual Careers Guidance Interview with an independent careers adviser which is an opportunity to discuss next steps and plan ahead



PSR Careers lessons focus on post-16 pathways, strategies for finding work experience and essential preparation including health and safety



Students have a guidance meeting with their parents/guardians, Head of Careers, and another member of staff to talk about their next steps and ideas for the future



Students will participate in careers-related form time activities to include Apprenticeships and exploring Careers in the Curriculum



Students have access throughout the academic year to online GDST CareerStart talks to boost awareness of careers and pathways – look out for posters on the Careers Noticeboard



Students find a work experience placement and undertake work experience after GCSEs



Students will continue to use Unifrog to record skills including those gained from work experience

*By the end of Key Stage 4 (Year 10/11) students should have further cultivated their self-awareness through taking the Morrisby Profile, receiving feedback and one to one interview, ably use careers information and resources in order to be fully aware of all of the options open to them and feel confident planning for their next step, work on practical career management skills and develop transferable skills and their understanding of the world of work through a work experience placement.*



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## Sixth Form





  All students benefit from a full Enrichment programme designed to prepare students for their next steps including input on finance and cooking alongside interview technique, recruitment practices and asking for a pay rise




   Students are encouraged to make the most of SHS resources including Medical Society, the Oxbridge Applications Group and UCAT Preparation sessions.




   Students are also encouraged to take advantage of wider GDST resources including access throughout the academic year to online GDST CareerStart talks to boost awareness of careers and pathways plus Oxbridge on Track, Medicine on Track and other events


   Sixth form students are encouraged to seek further advice, guidance and support from Head of Careers




## Sixth Form: Year 12


    Students are shown how to use Unifrog to generate post-18 ideas and search for apprenticeships and degree courses in the UK/abroad and explore careers. Students can also continue to record skills and activities that can be used in personal statement/applications




   Students are invited with their parents/guardians, to attend the Post-18 Options evening which includes various external speakers and input on Apprenticeships



   Students participate in Enrichment Careers lessons to support with next steps and covering a range of topics including choosing a subject and writing a personal statement. Time is given for students to reflect and research, and support given to students considering alternatives to university including Apprenticeships, Gap Year or Studying Abroad




 Students can take part in GDST LEAD Enterprise in partnership with London School of Economics Generate, a chance to gain and develop new skills collaborating with a team to bring an entrepreneurial product to fruition

   Students are encouraged to seek out and undertake further work experience & voluntary work

 Students are invited with their parents/guardians to a UCAS evening which outlines the process of applying to university and important deadline dates. Students register in the UCAS Hub to start their university application and support is provided for completing the UCAS form

   Students are given individual support if considering alternatives to university including apprenticeships, art foundation, gap year or studying abroad

  Time given for visits to University Open Days including the Oxford and Cambridge student conference if appropriate.

   Students have a guidance meeting with their parents/guardians, Head of Careers and Head of Sixth Form to talk about post-18 plans



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## Sixth Form: Year 13



Students finalise and make applications to their intended post-18 destination including Universities and Apprenticeships



Students are encouraged to seek further advice, guidance, and support from Head of Careers, as required



Students must confirm any Admissions Test requirements with our Exams Officer



Students are offered mock interviews, as required, including specialist input for Oxbridge candidates and MMI for medical/dentistry/veterinary students



Students continue to participate in Enrichment Careers lessons covering a range of topics including applying for student finance and budgeting alongside using a washing machine and cooking

Support will be available during the morning of A level results

*By the end of Key Stage 5 (Year 12/13) students should be able to set realistic goals and identify areas for development, ably use careers information, resources, events and opportunities in order to be fully aware of all of the options open to them and to prepare adequately for their chosen next step, further refine their transferable skills and understanding of the world of work through voluntary work &/or further work experience started to develop the skills needed for life beyond SHS.*



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**GDST**  
GIRLS' DAY SCHOOL TRUST


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