



MANOR HOUSE SCHOOL CAREERS POLICY (SENIOR SCHOOL)

Date of Issue: **November 2022**

Date of Review: **November 2025**

Responsibility: **Deputy Headteacher**

INTRODUCTION

Manor House School is committed to providing our Senior girls with a programme of CEIAG (Careers Education, Information and Guidance) through years 7-11. This aims to help prepare pupils for life beyond Manor House. The school has a planned, progressive programme of activities and opportunities that supports girls in making informed decisions about their career pathways. The programme promotes equality of opportunity, celebrates diversity and challenges stereotypes ensuring progression which is ambitious and aspirational.

Aims

- Prepare pupils for the transition to life beyond Manor House with a supported pathway to both further and higher education and the world of work beyond
- Support girls in making informed decisions which are suitable and ambitious for each individual
- Provide access to accurate, up-to-date careers guidance that is presented in an impartial manner
- Provide pupils with well-rounded experiences including within the work place
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
- Inspire and motivate pupils to develop their aspirations

Careers Provision at Manor House School

To ensure the stated aims of the policy are met, CEIAG is provided by means of through a programme of activities, which are complemented by a range of more generalised opportunities.

All pupils at Manor House have access to the following in support of CEAIG:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects and broadening their horizons into opportunities available. A list of extra-curricular clubs and trips is available on the clubs booklet
- Talks and assemblies by visiting speakers and inspirational individuals, for example the guest of honour at Prize Giving each year, are designed to inspire and motivate girls particularly to aim high
- Girls in Year 9 and beyond have the opportunity to take part in the Bronze and Silver Duke of Edinburgh Award Scheme. The Volunteering section of the award, whilst not being paid employment, very often supports the girls in making informed choices related to careers and helps develop personal qualities, which supports their transition beyond the school.

Specific CEAIG, in support of the aims of this policy, is accessed at Manor House in the following ways:

- During PSHE lessons in both KS3 and KS4, careers guidance is examined as a unit of work ('The World of Work') in its own right.
- The options programme for Year 9 is designed to support girls in making their choices for GCSE and possible post 16 choices beyond. The programme signposts how particular subjects may support progression into particular careers whilst offering information on Post 16 Progression and Support
- As part of the options programme each pupil has an individual appointment with their tutor to support students in making informed choices, pertinent to each individual
- Future Schools Fair - This biannual event sees around 25 colleges, independent and state sixth forms visit Manor House. During the course of an evening, girls in Y9 and 10 and their families will have the chance to speak directly to representatives from a range of post 16 providers, posing questions and getting a feel for their offer to help begin shortlisting places to go on and visit independently.
- Sixth Form Information Evening - alternating with Future Schools, this event sees Manor House hosting speakers from schools such as Charterhouse and Christ's Hospital who offer their advice on what to look for post 16 and indeed what they as schools are looking for in prospective candidates
- Mock Interviews - undertaken by, for example, college lecturers and individuals with backgrounds in business and commerce, these interviews are designed to put the girls through their paces in helping them to prepare for formal interviews with feedback provided by impartial interviewees
- Headteacher appointments prior to applying for post 16 placements - each of the girls has the opportunity to meet with the Headteacher alongside the Head

of KS4 to individually discuss refine and formulate their plans for life after Manor House.

- Curriculum Vitae Writing - guidance on how pupils can put together a CV that will stand out from the crowd
- Critical Thinking Workshop (optional) - to help girls prepare for this aspect of the interview process that they will encounter if they apply to e.g. Reed's School
- Individual advice from subject teachers when applying for scholarships and tutors/HOKS4 for applications

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with an EHCP
- Personalised support from the Academic Advancement team working in partnership with external bodies is used where appropriate.

MONITORING AND REVIEW

The working of this policy will be monitored and reviewed by the Heads of Key Stage in conjunction with the Head or Deputy Headteacher. Student feedback and consultations will inform this process. Destination data of former students and this data will also be used to inform the monitoring and review process for CEIAG provision at Manor House.

The Careers Policy will be reviewed by Senior Leadership Team every three years.

This policy should be read in conjunction with:

Curriculum Policy

PSHE guidance