

Careers and Higher Education Policy

Full School

2023 / 2024



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Careers and Higher Education Policy

Full School

Scope

This policy applies to all pupils and staff at Ibstock Place School (hereinafter ‘Ibstock’ or ‘the School’), as detailed in Section 1.

Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required “Good Practice” policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Teacher i/c External Relations, under the line-management of the Executive Director of Admissions and Pathways who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

Overview

1. Circulation

This policy is addressed to all members of the staff in the Prep and Senior School and, on request, to parents and pupils.

2. Aims

- 2.1 To provide pupils with the support they need to make informed choices about a broad range of careers options, drawing from independent advice as appropriate;
- 2.2 To ensure that careers advice is impartial and of high quality, avoiding all stereotyping with reference to gender, socio-economic status and diversity;
- 2.3 To ensure that there are plentiful opportunities for careers advice to be given on an individual and face-to-face basis, taking account, where necessary, of a pupil’s Academic Mentoring needs;

- 2.4 To provide opportunities for pupils to develop self-awareness of their strengths and weaknesses as might be relevant to career planning;
- 2.5 To provide pupils with opportunities for work experience, and to gather information about training, education and options outside of School, including pathways of a vocational nature;
- 2.6 To maintain links with educational providers and employers to ensure high quality careers guidance for our pupils.

The School is mindful of the “Gatsby Benchmarks” in all aspects of its work in this area.

3. Staff

Although all staff are involved, at least indirectly, in meeting these aims, there are staff members with specific responsibilities for the Careers and HE programme:

- 3.1 Senior Teacher i/c of External Relations, line-managed by the Executive Director of Admissions and Pathways – whole school overview
- 3.2 Head and Deputy Head of Sixth Form – higher education programme
- 3.3 Deputy Head (Academic) and Head of Sixth Form – whole school overview and Sixth Form programme
- 3.4 Sutherland Tutor – Oxbridge, Medicine, Veterinary Science
- 3.5 Teacher in charge of US and international applications
- 3.6 Head of Middle and Lower School
- 3.7 Sixth Form Academic Tutors – implementation of Sixth Form programme
- 3.8 S11 Tutors – implementation of programme
- 3.9 Heads of Section and Heads of House – pastoral matters related to HE and Careers
- 3.10 Deputy Head (Academic) – I/GCSE selection in Senior 9, A-Level selection in S11, carousel options in Senior 8 and Language options in S7,8 and 9

Opportunities to Meet Aims

4. Curricular and Co-curricular

The School recognises the Gatsby Benchmarks and has completed an audit of its current provision and the extent to which they are met.

With active intent, from Senior 7 onwards, staff take opportunities to discuss careers and higher education options relevant to their subject discipline as part of the course. For example, in Geography and Biology, staff may refer to the work of climate change scientists and how they draw on these disciplines. In English Literature, skills related to effective workplace communication are developed, and the roles and activities encountered through the study of literature are discussed.

- 4.1 Through the course of a typical year, there are opportunities to develop pupils' knowledge of potential career pathways and these are capitalised upon during lessons and pastoral events. Bespoke sessions on careers, relating to skills and future careers, have been imbedded into both the Senior 7 and Senior 8 tutorial programme. The School has recently produced a publication devoted to vocational pathways through post-16 and higher education, and this is disseminated to all relevant pupils. This is supported by talks given by the Senior Teacher i/c of External Relations on subjects which include T-Levels and Degree Apprenticeships.
- 4.2 As part of the S7 and S8 Foundations Programme, a 'Pathways' module is included which comprises a suite of lessons where pupils can start to discuss and think about their aspirations. As part of this module, pupils will engage with external platforms such as Morrisby Careers and the UKGov website.
- 4.3 The Gibbins Tutor works with the Senior Teacher i/c of External Relations to ensure that the Senior 7-10 tutorial programme contains a rich and diverse element devoted to careers.
- 4.4 Subject choice in Senior 9 for I/GCSE involves discussion of pupils' aspirations and allows for early preferences to be accommodated, although one of the principles of the I/GCSE curriculum is that pupils' future options are kept as flexible as possible through the pursuit of a broad range of subjects. The Senior Teacher i/c of External Relations runs a bespoke session to the Senior 9 cohort about the range of options available to them at I/GCSE, offering information on both the process and the things to consider when selecting subjects. This session also gives a brief introduction to the range of 'Alternative Pathways' available to them after I/GCSEs.
- 4.5 In Senior 10 and S11, subject curricula may refer to the applications of skills or knowledge being taught, which informs pupils' growing exploration of their

interests. In Senior 10 and S11, able and ambitious pupils are identified by the Gibbins and Sutherland Tutors through subject staff comments and strategies for applying to the most competitive courses and institutions are begun – wider reading, research, and so on.

- 4.6 In Senior 11, subject choice (A-Level/ Pre-U) for Sixth Form, and preparation for Sixth Form studies, are discussed in lessons as the opportunity arises and this is complemented by 1:1 sessions throughout the year with pastoral and academic staff.
- 4.7 **The Foundations programme** in Senior 10 affords, during the Autumn Term, for specific attention to be devoted to careers planning and to the development of a plan for action. one-to-one discussions occur between pupils and their Foundations teacher with Tutors following up these discussions. All pupils in S10 are given the opportunity to participate in the Morrisby Online Profiling Assessment. School operates an opt-out system, and in the first two years of implementation there has been a 100% opt- in rate. In S11, pupils are given time in their Foundations lessons to engage with their Morrisby Results and complete additional assessments as required. Pupils also learn about post-16 vocational pathways and have an opportunity to engage with providers in this field. Advice in all areas of this field is informed by the Senior Teacher i/c of External Relations knowledge of labour market conditions. The School is mindful of the national emphasis on STEM-related opportunities and is diligent in ensuring that its pupils have an opportunity to learn about them.
- 4.8 In Lower Sixth, pupils' skills are further developed to prepare for Higher Education. This includes those developed through the Extended Project Qualification; the project may form an important part of the School UCAS Reference and be used as a sample of work for HE applications. Pupils also complete an ancillary course which leads to an ESB certificate.
- 4.9 The School Library contains a healthy and growing collection of books devoted to careers and to issues germane to higher education and to post-16 training and apprenticeships. The Sixth Form Sharepoint includes links to a wide variety of digital resources relating to careers, including websites such as those maintained by the National Careers Service, UCAS, the Fulbright Commission and others. There is also a frequently updated, comprehensive Firefly page devoted to Careers. This is packed with information about immersive work experience opportunities, links to the leading careers websites and many other topical careers content.
- 4.10 The Sutherland Tutor runs an ongoing programme of support for all pupils in Senior 10 upwards who may be considering an application to Oxbridge or to

Medical/Dentistry/Veterinary Science School. Academic departments form an integral part of the support as well, and all pupils who participate in this scheme are paired with a teacher-mentor. The Sutherland Tutor and relevant subject staff help to prepare those pupils who will need to take pre-interview tests like the BMAT, UKCAT or the TSA. Pupils lodging applications to American institutions can enlist the support of the Deputy Head of Sixth Form who has particular expertise in this area and is an accredited member of IACAC. The School has recently produced a publication devoted to vocational pathways through post-16 and higher education and this is disseminated to all relevant pupils.

- 4.11 Futures Weeks, with special foci, will be run on a school-wide basis. The recent Futures Week on Careers in Sustainability was open to Senior School pupils and their parents, for some events.

5. Pastoral and Co-curricular

5.1 *Careers Evening*

Annually, a Careers Evening is coordinated by the Senior Teacher i/c of External Relations with parental support. Pupils in S11, Lower and Upper Sixth, are required to attend. At this Fair, they may choose to hear from speakers representing a wide range of careers. They are also assigned to attend sessions they have not nominated in order to broaden their thinking beyond preconceived ideas. The Fair is one of the key ways in which the School maintains links with local and national employers and also engages with our alumni network with many speakers being from the 'Stocks' community.

5.2 *Sixth Form Open Evening*

In late September, all subjects offered at Sixth Form level are exhibited, and staff and current Sixth Form pupils are available for discussion with visitors, who are mostly from S11 and those from other schools considering enrolment into our Sixth Form. The evening includes a general overview of Sixth Form life and procedures for Higher Education applications, given by the Head of Sixth Form and the Head. A copy of the Sixth Form Handbook, which includes details of courses offered, the timeline for HE applications, and general information about Sixth Form life, is distributed to all pupils in S11 and to external applicants.

5.3 *Sixth Form Advice Evening for S11*

Parent Evenings are scheduled in January with the specific intent of discussing the suitability of the Ibstock Sixth Form and its subjects for each pupil. Current performance as well as HE and career aspirations are discussed, allowing realistic Sixth Form subject choices to be made, and providing impetus to attain the best I/GCSE results possible.

5.4 *HE and Careers Information Session for Lower Sixth Parents*

Parents of pupils in Lower Sixth are invited to attend an information session in Spring Term of the Lower Sixth year to learn more of the details of the programme of preparation for Higher Education. Pupils are expected to attend. The primary purpose of this session is to distribute the HE and Careers Handbook so that parents are involved from the outset in the process of identifying and applying to suitable courses and universities.

5.5 *Alumni Higher Education Event*

Recent alumni from Ibstock return to School as part of Activities Week to meet with current Lower Sixth pupils to offer advice and information on forthcoming university applications.

5.6 *Visits*

A range of visits to universities, and seminars related to HE and Careers are planned, as opportunities arise. Apart from university open days, which Sixth Form pupils are encouraged to attend (with a maximum of three school days missed) as part of their course selection process, pupils are advised to attend the UCAS HE Seminar at Olympia in July, and those with aspirations to study in the USA are encouraged to attend the Fulbright seminar each year. All pupils are also encouraged to enrol upon University of London Taster Sessions during the Summer Term of their Lower Sixth year. The S11 Summer School also provides frequent opportunities for pupils to visit local workplaces, as does the S10 community service programme.

5.7 *Guest speakers*

As opportunities arise, guest speakers from a range of careers are engaged to speak either to whole year groups or to subject classes and sets. Typically, this happens on a weekly basis through the Autumn and Spring Term for our Sixth Form pupils. Recently these have included Members of Parliament, business entrepreneurs, authors, media specialists, lawyers, general practitioners, and classics specialists. These sessions usually occur during tutor periods. Representatives from organisations devoted to higher education also come into School, most particularly during the Spring Term, to address our Sixth Form on issues like US university applications and European Higher Education institutions. The School is regularly visited by the London Army Recruitment Officer who conducts face-to-face interviews with interested pupils. The School also hosts an annual International Universities Fair in September of each year. Termly 'Futures Week' where each term will have a different focus, for example, Autumn Term will focus on careers in sustainability, will include speakers from different industries and will be targeted at pupils in Senior 7 through to Upper Sixth.

5.8 *Competitions*

The School is diligent in creating opportunities for its pupils to participate in local and national competitions which have an avowedly vocational dimension, including the Mock Trial Competition, the Safe Cracking Competition and others. Such involvement often affords our pupils the opportunity to work closely with professionals within the relevant field.

5.9 *Tutorial days*

The Tutorial Day programmes include sessions to build awareness of careers and Higher Education. Details may be found in the Tutorial Day overview.

5.10 *Work experience*

The Sixth Form Community Leadership Programme, which is mandatory for all pupils taking three A-Level subjects, affords many opportunities for our Lower Sixth pupils to experience the workplace through their community placement. Pupils in Lower Sixth are strongly encouraged to find work experience over the summer prior to Upper Sixth. The School maintains a database of parents and other associates of the School who are willing to offer work experience to our pupils and those pupils who wish to enlist our help in procuring a placement can ask the Senior Teacher i/c of External Relations to act as a liaison. The School also encourages pupils to make use of organisations like Springpod and Uptree, which organise formal courses in a range of fields of potential employment. The School is also a partner school with InvestIN Education. Opportunities for internships and other such placements are disseminated to Sixth Form pupils as and when they occur. As part of the Ibstock Festival, pupils in S7-Upper Sixth are given the opportunity to take part in work experience, for example, volunteering at Vauxhall City Farm. The School is working towards the creation of a single registry of all careers-related activity for each of its pupils in S7-Upper Sixth, as set out in the Gatsby Benchmarks.

5.11 *Lower and Upper Sixth Programme*

The Higher Education Handbook outlines the programme of preparation undertaken by Sixth Form pupils under the guidance of the Sixth Form Team. A copy of the Handbook is available from the Head of Sixth Form. As part of this programme, all members of Lower Sixth produce a Curriculum Vitae and, during the Spring Term, take the Morrisby Higher Education Questionnaire, the results of which they later discuss with their Sixth Form tutor. The Master i/c University Liaison contributes to this programme by arranging for visits to Ibstock from representatives from HE providers.

5.12 *CV writing and Sixth Form Mock Interviews*

Pupils in Lower Sixth are given explicit tuition and support in the production

of curriculum vitae. Upper Sixth pupils may request interview practice during the Autumn and/or Spring Term. Pupils who do so will have arranged for them at least two interviews, one with an Ibstock teacher and one with a guest to the School. Each mock interview is accompanied with a detailed de-briefing. Ibstock also collaborates with another HMC school in the provision of practice Oxbridge and Medical School interviews.

5.13 *Stocks Connect*

The School's online alumni platform www.stocksconnect.com offers existing and past pupils of the School the opportunity to establish mentoring relationships with professionals in a range of different fields.

6. Evaluation and monitoring of advice and guidance

Each year, the Head of Sixth Form and the Head of S11 produce a full analysis of the higher education / employment destinations of Upper Sixth leavers and compares them to those of previous years. The fruits of this analysis feed through to the ongoing development of this programme as we seek to better meet areas of increasing demand and/or address manifest weaknesses in our provision. The quality of our careers and higher education support programme is also discussed within an Upper Sixth Pupil Voice exercise which takes place during the Summer Term, and insights derived from this process are also factored into the ongoing development of our provision in this area.

7. Prep School

Children learn about the diversity of their wider community and how this benefits everyone. They look at the roles of different people who work to support, protect and help them in all walks of life. They discover how they can be more involved in the School and wider local community.

In Kindergarten and Prep 1, the pupils are visited by a nurse, the fire brigade and police, and are able to have a much greater understanding of the requirements of these roles. Some of these careers are then re-visited in Prep 5 and 6 when pupils learn about fire management and complete a first aid course.

There are opportunities for pupils to take part in workshops that involve technology and, in particular, coding. This gives pupils an insight into making websites and also in creating computer graphics and games.

The Pre-Prep and Prep School invite parents and external speakers in quite regularly in order to talk about their careers and how they achieved success from their days at school. Many of these visitors talk about knowing what they wanted to be from a young age.

They also learn about their ‘rights, roles and responsibilities’ and, particularly in Prep 6, have a much greater understanding of the economy and financial decisions that may be made in their futures. Competitions such as ‘The Fiver Challenge’, give pupils entrepreneurial skills such as budgeting, marketing, advertising and production.

Throughout the Prep School, pupils are introduced to a range of different career options through the topics that they study, the people that they meet and the trips that they go on. When in Prep 6, pupils complete a ten-week course with ‘Role Models’ who seek to empower them with life skills and then feedback about the employment opportunities that resonate particularly with the theme that they have encountered. This feedback is also summarised to parents.

8. Adherence to the Gatsby Benchmarks – A summary of the above and how it pertains to each Gatsby Benchmark.

(NB. The list of activities is not exhaustive, and more details can be found above)

Gatsby Benchmark	Year Groups	Examples of Activities
1. A stable careers programme	KG, Prep 1, Prep 2, Prep 3, Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • Prep School CIG Programme (as part of their PSHCE programme) • S7 Pathways Programme • Tutorial Programme • Foundations Programme • Sixth Form Careers Programme • Sixth Form Speaker Programme • Futures Week
2. Learning from career and labour market information	KG, Prep 1, Prep 2, Prep 3, Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • ‘Fiver Challenge’ • Visits by nurse, fire brigade and police • S7 Pathways Programme • Tutorial Programme • Foundations Programme • Careers Evening • School VLE

3. Addressing the needs of each pupil	Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • 1:1s with staff regarding future ambitions (Prep School) • 'Role Models' Programme • S7 Pathways Programme • Tutorial Programme • Foundations Programme • Sixth Form Tutor Team • S9 and S11 1:1s
4. Linking curriculum learning to careers	KG, Prep 1, Prep 2, Prep 3, Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • 'Fiver Challenge' • Careers centred workshops • 'Role Models' Programme • S7 Pathways Programme • Tutorial Programme • Foundations Programme • Sixth Form Tutor Team • S9 and S11 1:1s • Morrisby Profiles • Careers Evening • Academic lessons • Alumni HE Event • School Library Resources • Sixth Form Advice Evening
5. Encounters with employers and employees	KG, Prep 1, Prep 2, Prep 3, Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • Visits by nurse, fire brigade and police • Futures Week • Tutorial Programme • Visiting Speakers • Mock Trial • Safe Cracking Competition • Science Week, Humanities Week, etc. • Careers Evening • Alumni HE Event

6. Experiences of workplaces	KG, Prep 1, Prep 2, Prep 3, Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • Trips and Visits • Role play (in Pre-Prep) • Mock Trial • Safe Cracking Competition • Tutorial Programme • Ibstock Festival • Sixth Form Community Leadership • InvestIN Education courses
7. Encounters with further and higher education	Prep 4, Prep 5, Prep 6, S7, S8, S9, S10, S11,, Lower and Upper Sixth	<ul style="list-style-type: none"> • Parent and external speaker talks • S7 Pathways • Tutorial Programme • Visiting Speakers • Alumni HE Event • Sixth Form HE Programme • Sixth Form Speaker Programme • Science Week, Humanities Week etc.
8. Personal guidance	S7, S8, S9, S10, S11, Lower and Upper Sixth	<ul style="list-style-type: none"> • S7 Pathways • Tutorial Programme • Pastoral System • S9 and S11 1:1s • Alumni HE Event • Sixth Form HE Programme

Queries

Queries on this policy should be directed to the Teacher i/c External Relations.

Review and Verification

This policy is reviewed annually by the Teacher i/c External Relations under the line-management of the Executive Director of Admissions and Pathways.