



Careers policy			
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1. Careers guidance aims

Poole Grammar School careers department has the following aims:

- Supporting growth and success for all Poole Grammar School students, though working together and learning for life;
- For Poole Grammar School students to believe in themselves and be actively engaged in their learning, seeing the connection between what they learn today and what they want to become tomorrow;
- To provide independent, impartial, professional advice and guidance to all students at key times in their journey through the school.

2. Rationale – The Gatsby Benchmarks

The Gatsby Benchmarks were developed on behalf of the Gatsby Foundation and now form statutory Department for Education guidance: [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612122/gatsby-benchmarks-careers-guidance-and-access-for-education-and-training-providers.pdf). They define what world class careers provision in education looks like and provide a clear framework for organising the careers provision at Poole Grammar School.

GB1: A Stable Careers Programme

Poole Grammar School has a well-established programme of careers-related activities for all year groups. Substantial resources are allocated to careers and higher education advice and guidance through a full-time Careers and Higher Education Advisor and various programmes, software packages, literature and materials. The effectiveness of the careers programme is monitored through destinations, outcomes and systematic reviews of student feedback, which is then reviewed by senior managers and school governors. Full information about the careers programme is published on the school's website and on the school's intranet site.

GB2: Learning from careers and labour market information

The school works closely with the Careers and Enterprise Company (CEC) and Dorset Careers Hub to support work to meet the Gatsby Benchmarks (GBs). Underpinning the work to achieve these key benchmarks are lessons delivered as part of the personal, social and health education (PSHE) / Life Skills programme, alongside activities in tutor time in Year 7 through to Year 13. These lessons use evidence-based labour market information (GB2) from various sources to illustrate opportunities and paths that follow compulsory education at Poole Grammar School, as do the careers interviews with the school-based Careers and Higher Education Advisor, a registered Professional with the Career Development Institute, who has relevant qualifications. Further information is also available through The National Careers Service and through KUDOS, introduced to students from Year 9 onwards. Labour market information is also made available on the school's intranet site, through links in our regular newsletters, regular assemblies, and a range of careers events.

GB3: Addressing the needs of each pupil

The school takes its responsibility to those with additional needs (for example Pupil Premium, EAL and SEND) very seriously. The needs of each student (GB3) are met via additional careers



appointments for those students, as required, requested or recommended. Students at risk of leaving school without a positive destination in place are additionally given as much individual support as is reasonably possible both before and after their departure. The school seeks to work with external partners and agencies in supporting students with such risks. All students are encouraged to think beyond their own world view and have assumptions challenged through the careers programme. Students are challenged to stretch their goals and reach for challenging targets. The school uses the online Unifrog program to enable students to keep and access a record of their careers and enterprise activities. The Careers and Higher Education Advisor obtains and keeps the destinations data for Year 11 and Year 13 leavers. These are updated whenever known and shared with school governors.

GB4: Linking curriculum learning to careers

All teaching staff have a responsibility for developing and recording subject-based careers-related education and guidance within their own lessons, ensuring that all aspects of curriculum learning are linked to careers (GB4). Staff and students are encouraged to record these subject links to careers on Unifrog. The Careers and Higher Education Advisor supplements this work with displays around school linking to careers and department subjects. Careers interviews and assemblies also serve this purpose.

GB5: Encounters with employers & employees

The school has a long-established history of hosting and attending key employer events, which include visits to employers and also employers coming in to school to speak to students, for example through employer encounter assemblies (GB5). We welcome offers from all employers and employees to help with this work, particularly those which help challenge stereotypical opinions of a sector or job type, and from our alumni. We also offer enrichment opportunities to our Sixth Form students, as well as the Duke of Edinburgh Award and Young Enterprise, developing employability skills. We strive to stretch imaginations and raise aspirations through delivery of these events and encounters. We are developing and enhancing access for all year groups to employers and alternative education providers including apprenticeship providers.

GB6: Experiences of workplaces

Work experience opportunities are provided for both Year 10 and Year 12 students. These experiences help bolster our core engagement with employers and the community, as well as opening student eyes to lived experiences of workplaces (GB6). Large numbers of Sixth Form students hold part-time jobs as well as carry out volunteering, enrichment and additional work experience activities.

GB7: Encounters with Further and Higher Education

Students engage with colleges, other schools, independent training providers and universities through our events and various visits, providing their encounters with Further and Higher Education (GB7). Students also attend Careers and Apprenticeship shows put on by Bournemouth, Christchurch & Poole (BCP) Council and the Careers and Enterprise Company, as well as careers conventions at



Parkstone Grammar School and other local provision. Providers are able to request access to all our students through our Provider Access Statement.

GB8: Personal guidance

Personal guidance is at the core of Poole Grammar School's careers advice and education. Students are provided with compulsory guidance appointments in Year 11 and all are offered additional appointments in the Sixth Form. Those with additional needs are provided with careers support and input at their regular learning support reviews. Students are also given guidance during tutor time, via learning support assistants, the school's ELSA team, and the Behaviour Hub. Much emphasis is placed on ensuring that students receive the right advice at the right time, and all staff know to refer students to the relevant staff with appropriate education, training and experience. Additional guidance on a one-to-one level is offered through mock interviews for UCAS and early entry candidate preparation through partnership with an external provider (DUO). Students are also referred to external providers, such as UP in Poole, JobCentrePlus, Spear, and the National Careers Service.

3. Year group provision

Students experience a range of careers related activities throughout their time at Poole Grammar School. Their careers journey is adapted to their age and relevant forthcoming choices to allow them to investigate the options available to them as they progress through their education.

The school has a Futures Hub where students of any age are able to see the school Careers & Higher Education Advisor or research careers related opportunities available to them. Additional opportunities for information and guidance are through key information evenings and interviews with academic staff and tutors at other junctures of the school, as well as through relevant assemblies.

Years 7, 8 and 9

Students engage with an 'introduction to careers' programme and are given advice and guidance on careers decision making and their future choices. Tutors and teachers use Unifrog to support GB3 and on-boarding for this with students and their families takes place in Years 7 to 9. Year 9 students are given independent information on their potential options after age 14 at Poole Grammar School and elsewhere, including an information evening for parents/carers and students. Students access development opportunities and ideas through the use of Unifrog and KUDOS, an online assessment, providing students with suggestions and in-depth ideas for them to explore future career and employment options. Students in Year 9 make options choices in the spring term and are supported through this with parents'/carers' evenings and one to one discussion where appropriate. Students in Years 8 and 9 will have at least one employer and provider assembly during their academic year.

Year 10

Careers advice and guidance is delivered as part of the personal, social and health education (PSHE) / Life Skills programme. The first direct experience of workplaces is to take part in a week of work



experience. This is compulsory and takes place at the end of Year 10. Careers related opportunities such as the Careers and Apprenticeship show are attended.

Year 11

Students are invited to attend careers events in September or March. A post-16 information evening is delivered in the autumn term. All Year 11 students, and their parents/carers are invited to a one to one session with the qualified and registered Careers & Higher Education Advisor. Additionally, information evenings are provided on post-16 options. In August, after GCSE results are issued, students can request an appointment to see a senior member of staff and / or the careers advisor for impartial advice and guidance on their options after 16 years old. All applicants to Poole Grammar School Sixth Form have a guidance meeting with a senior member of staff to discuss their option choices. Students in Year 11 will have at least one employer and provider assembly during their academic year.

Year 12

Students have opportunities to attend careers events in the autumn term. A 'post-Year 13 options evening' is provided in the spring term, along with an Oxbridge Information evening. The careers advisor provides a bespoke programme to support students applying to Oxbridge and / or for Higher Education (HE) courses in medicine, veterinary medicine and dentistry. All Year 12 students are invited to a one-to-one session with the Careers & Higher Education Advisor to discuss their post-Year 13 aspirations. All Year 12 students are expected to arrange a one-week work experience opportunity in May. Sixth Form tutors and Year Heads deliver a post-Year 13 options programme. Students in Year 12 will have one apprenticeships employer PSHE lesson and one apprenticeships provider PSHE lesson during their academic year.

Year 13

Students have a final opportunity to attend careers events. All Year 13 students, and their parents / carers, who are not intending to progress to further, higher or technical education are invited for another one to one session with the Careers & Higher Education Advisor. In August, after A level results, students can make an appointment to see a senior member of staff and / or the Careers & Higher Education Advisor for impartial advice and guidance on their options on leaving school. Students in Year 13 will have at least one employer assembly during their academic year, as well as opportunities to visit HE and apprenticeship providers.

4. Careers overview

Overviews of the careers programme are available for students, staff, parents and employers on the school website www.poolegrammar.com. Systematic feedback on the effectiveness of the programme is sought through Unifrog, as well as feedback from all stakeholders. Overall effectiveness of the programme is reviewed by the Education & Standards Governors committee every year, and is completed each term, through the detailed use of the Compass assessment tool for the Careers and Enterprise Company and BCP.