



## CAREERS GUIDANCE POLICY

### **Aims:**

1. The Careers Guidance Programme at Huddersfield Grammar School aims to encourage a pupil to begin to develop skills which will enable them to assess, investigate, analyse and understand their abilities, potential and interests.
2. The Programme aims to develop the individual pupil's personal skills to allow them to undergo a continual reassessment of their own needs throughout their career.
3. Huddersfield Grammar School aims to provide objective and impartial advice and equal opportunity within the delivery of all aspects of the programme.

### **Years 7 and 8:**

The completion of self-assessment sheets allows the individual pupil to focus on their interests both in and out of school and to assess their academic progress. The process is an essential part of stimulating the development of personal skills which allow a pupil to undergo a continual reassessment of their own needs throughout their career. The process is incorporated on the School's target-setting policy.

### **Year 9:**

1. The continuation of the written recording process and interview system in the Programme for Year 9 is essential with regard to GCSE option choices. Year 9 pupils develop further the skills required for personal assessment. The pupils' awareness of the importance of self-assessment becomes more prominent in the GCSE option choices process.
2. Year 9 pupils and their parents receive a letter which outlines the schedule for the GCSE option choices.
4. Discussions with subject and form teachers in January and the distribution of the GCSE Choices Booklet serve to enhance the pupils' personal skills to become their own career managers.
5. During PSHE pupils use careers worksheets to stimulate thought and investigation about future careers.

### **Year 10:**

1. Year 10 participate in an Enterprise Interactive Day towards the end of the Spring Term. The aim of the day is to focus on key life skills needed within the workplace such as team and leadership skills, creativity, commercial awareness, time-management and presentation skills.
2. The Year 10 Parents' Evening takes place in the Autumn Term providing the opportunity for parents to discuss with subject staff, form tutors and the Senior Management Team the suitability of subject choices particularly with reference to Further and Higher Education.
3. Work Experience. Year 10 pupils are invited to take part in the Work Experience programme, which takes place at October half-term. The Pastoral Deputy Head is the school WE Co-ordinator explains the process and the skills and knowledge that the pupils should seek to develop in a school assembly. Pupils are expected to research and find their own WE placement gaining experience and practice in constructing a CV, writing a letter of application and attending an interview. Advice and guidance are given in the School's WE booklet and diary. Alternatively, parents may pay a fee to enlist the support of Kirklees LEA in obtaining a suitable placement.

### **Year 11:**

1. At Huddersfield Grammar School at the beginning of Year 11, pupils take part in The Cambridge Occupational Analysts (COA) Preview and Profile Questionnaires which measures different abilities, key aspects of personality and the dexterity of the candidate. The aptitudes displayed by the individual are

analysed and the report provides the student with a measurement of their powers of reasoning in solving abstract problems, of verbal and numerical ability, of perceptual ability in deciphering diagrams and pictures, of spatial ability and mechanical ability. Interests are also taken into consideration and personality is measured with reference to mental agility, aptitude for forming new ideas and confidence in expressing the ideas. A follow-up interview is arranged with a specialist interviewer from COA and the report which is given to each individual student gives ideas on what further career research should be undertaken by the individual.

2. The Year 11 Parents' Evening provides the opportunity for parents to discuss with subject staff, form tutors and Senior Management, suitability of subjects and options being considered for the Sixth Form.
3. Greenhead College and New College both attend school to provide information on Sixth Form choices and the applications process.
4. Year 10 and 11 pupils are encouraged to attend the programme of "Business Lunches" which take place in the Headmaster's Study. Talks are provided by professionals on their chosen career.
5. Year 11 pupils may benefit from interviews with members of the C&K Careers Team to discuss aspects of career choice and sixth form college applications. In addition, an evening of Speed Interviews is arranged to develop individual skills, techniques and awareness.
6. Additional speakers may be brought in throughout the year to give advice, amongst other things, on some of the life-skills which are now key for successful applications, for example Career Planning, Careers Abroad and Interviewing and CV skills

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