



## Careers Education at Harrogate Grammar School 2023-2024

**The aims of our Careers Guidance Programme for all students are:**

- ✓ To provide excellent careers guidance which helps to inspire students towards further study and should enable them to make informed decisions whenever choices are open to them
- ✓ To ensure that students know about the world of work and which skills they will need to succeed so they can find themselves in rewarding jobs which fit their skills

**We want all students to be able to develop themselves through careers, employability and enterprise education opportunities so they can develop the following skills:**

- ✓ Self-awareness – encourages students to realistically appraise their qualities and skills, roles and responsibilities, values and attitudes, needs and interests, aptitudes and achievements so they are better able to understand themselves, make informed choices and relate well to others
- ✓ Self-determination - boosts hope, optimism, adaptability and resilience. It empowers students to realise their aspirations and manage their careers
- ✓ Self-improvement – it encourages positive attitudes to lifelong learning and the skills of planning, review and reflection. Students understand what they have learned, what they need to learn next and how they learn best to enable them to develop their potential

### **Employability Skills**

We want students to understand the importance of having good employability skills as we know that along with good subject knowledge and technical understanding, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability. Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers. We will be encouraging students to develop and reflect on these skills every year:

Communication and interpersonal skills	Team working
Problem solving skills	The ability to learn and adapt
Using your initiative and being self-motivated	Numeracy skills
Working under pressure and to deadlines	Valuing diversity and difference
Organisational skills	Negotiation skills

## **The Careers Journey at HGS – ‘Your Future, Your Choice’**

### **Year 7 and Year 8**

You will be completing lessons and activities which encourage you to develop your self-awareness and to find out more about your likes and dislikes, which subjects you particularly enjoy, what are your talents, interests and motivation. You will be using careers programmes in school to research career areas to find out more about the world of work and looking at aspects of work or careers you think you would prefer. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 9**

You will be planning your future subject choices and options and selecting your subjects for GCSE study in Year 10 and 11 so you need to start to thinking about your strengths, likes and dislikes and further study options. You will receive advice and guidance about the options process for selecting your GCSE subject choices through Big Picture lessons, the Year 9 Curriculum Choice Option Information iBook, Parents Consultation Evening, presentations and the opportunity to talk to subject staff at the Year 9 Options Evening and assemblies for Year 9 students explaining the process. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 10**

You will be starting your important GCSE courses and developing your self-awareness, finding out more about your likes and dislikes, which subjects do you particularly enjoy, what are you skilled at and the importance of developing interests and hobbies both inside and outside school. You will be encouraged to start to thinking about gaining wider skills in relation to what you want to do longer term as well as learning about different aspects of work by considering employment trends and opportunities using Labour Market Information and by completing a virtual work experience programme. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 11**

You will be completing the final year of your GCSE subjects and starting to plan for your Post-16 options. You will have the opportunity to attend a careers interview with Mrs Mitchell (HGS Careers Adviser) to support your decision making and the session will include a personalised discussion about your options and choices, study preferences, academic progress, employment ideas and trends, aspects of work, talents, skills and abilities. You will be provided with independent, impartial information advice and guidance and you will be supported by an Action Plan which is created by you and the careers adviser agreeing on the next steps you need to take to help you plan and be successful. Year 11 also participate in their Big Picture Careers Super Learning Day in the Autumn Term which provides the opportunity to speed network with employers and education providers to find out more about different job sectors and pathways students could consider in the future. Students will also receive advice about applying for jobs and interview techniques as well as the opportunity to work in groups to develop employability skills completing an enterprise challenge. Year 11 will also attend the HGS Sixth Form Taster Day in January and there will be an alternative day provided for students who are not intending to stay and would like support with their Post-16 option plans. You will also have the opportunity to complete another virtual work experience placement and will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 12 and Year 13**

In Sixth Form, you will be offered advice and guidance to help you plan for your future. Whilst the majority of our students progress into Higher Education, increasingly more students are taking alternative routes into employment. You will be encouraged to explore all options and take responsibility for your decisions. You will be supported throughout by a team of experienced staff and any member of the Sixth Form team is available to meet with students and parents to discuss options at any stage. Students can also request an interview at any stage with a fully qualified independent external careers advisor. A number of activities provided during the year for students include:

- Progression Events – a comprehensive programme of activities, designed to prepare students for higher education, employment or apprenticeships

- Sixth Form Work Experience – all Year 12 students will be offered a placement during the Summer term
- Guest Speakers from a variety of employment sectors and HE institutions
- Visits to Universities
- Volunteering opportunities
- Package talks from leading professionals
- A Higher Education and Finance Information Evening
- Opportunity to attend the annual HGS Careers Fair
- Access to UNIFROG website. This is an award winning platform which helps students to make intelligent choices about their future while allowing teachers to track their progress

## Year 12

Term 1 – Autumn	Term 2 – Spring	Term 3 – Summer
<ul style="list-style-type: none"> <li>• Introduction to the Packages</li> <li>• Group guidance sessions</li> <li>• Employer talks by package</li> <li>• University visits</li> <li>• Introduction to Oxbridge</li> <li>• Volunteering and Enrichment activities</li> <li>• Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Education</li> <li>• Information Evening</li> <li>• Introduction to HE research materials</li> <li>• Individual appointments exploring HE and employment</li> <li>• Package talks and Enrichment activities continue</li> </ul>	<ul style="list-style-type: none"> <li>• Attend university open days</li> <li>• Further University visits with school</li> <li>• Progression Days</li> <li>• IBM Big Interview Day</li> <li>• Work Experience</li> </ul>





## Year 13

















Term 1 – Autumn	Term 2 – Spring	Term 3 – Summer
<ul style="list-style-type: none"> <li>• UCAS applications and support with personal statements</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship and alternatives to university support programme</li> </ul>	<ul style="list-style-type: none"> <li>• Post results day support including clearing and employment advice</li> </ul>

<ul style="list-style-type: none"> <li>• Individual appointments exploring HE and employment pathways</li> <li>• Oxbridge and Medicine interview conference</li> <li>• Oxbridge and Medicine interview weekend</li> <li>• HGS Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• CV Workshop</li> <li>• Student Finance Evening</li> </ul>	
---	--	--

## Planning your future subject choices and options

There are a number of careers websites which students can use both in school and at home to support their careers research. They will be introduced to these websites through assemblies and in Big Picture lessons for Years 7-11 and through Guidance lessons with tutors in the Sixth Form. Students in Years 7-11 are encouraged to use the Hodder and Start Profile online careers platform and will be supported with this by Form Tutors and assemblies during the year. Examples of other websites students and parents can access to research and find more information about career and Labour Market Information (LMI) are below:

<b>National Careers Service</b> <a href="http://www.nationalcareersservice.direct.gov.uk">www.nationalcareersservice.direct.gov.uk</a> 	<b>Plotr</b> <a href="http://www.plotr.co.uk">www.plotr.co.uk</a> 	<b>icould</b> <a href="http://www.icould.com">www.icould.com</a> 	<b>Careersbox</b> <a href="http://www.careersbox.co.uk">www.careersbox.co.uk</a> 
<b>Start Profile</b> <a href="https://www.startprofile.com">https://www.startprofile.com</a>	<b>Unifrog</b> <a href="http://www.unifrog.org">www.unifrog.org</a>	<b>UCAS</b> <a href="https://www.ucas.com/">https://www.ucas.com/</a>	<b>Information about T Levels</b> <a href="#">T Levels   The Next Level Qualification</a>

			
<p><b>Careerpilot</b>  <a href="#">Careerpilot : Plan your future work &amp; study</a></p> 	<p><b>Amazing Apprenticeships</b>  <a href="#">Amazing Apprenticeships</a></p> 	<p><b>BBC Bitesize Careers</b>  <a href="#">Careers - BBC Bitesize</a></p> 	<p><b>Not Going To Uni</b>  <a href="#">NGTU   Home</a>  <a href="#">(notgoingtouni.co.uk)</a></p> 
<p><b>Future Goals</b>  <a href="#">futuregoals.co.uk</a></p> 	<p><b>Success At School</b>  <a href="#">Success at School: Career paths</a></p> 	<p><b>Prospects</b>  <a href="#">Prospects.ac.uk</a></p> 	<p><b>Springpod Virtual Work Experience</b>  <a href="#">It's time to take control of your future</a>  <a href="#">  Springpod</a></p> 
<p><b>Youth Employment UK</b>  <a href="#">Careers Advice and Help - Youth Employment UK</a></p> 	<p><b>InvestINCareers Experiences</b>  <a href="#">Our Programmes – InvestIN Education</a></p> 	<p><b>Careermap</b>  <a href="#">Apprenticeships, Graduate Schemes &amp; Jobs   Careermap</a></p> 	<p><b>Careermag For Parents</b>  <a href="#">Careermag for Parents   Careermap</a></p> 

## **How can I find more information or ask for help?**

- All students are encouraged to attend drop-in sessions at lunchtime in the Careers Office in the Atrium from Monday-Wednesday if students have any questions or would like to speak to Mrs Mitchell who is our Careers Adviser. Students along with their parents can request a careers interview by contacting Mrs Mitchell via email using [mitchellk@hgs.rklt.co.uk](mailto:mitchellk@hgs.rklt.co.uk)
- The Careers and Personal Development Faculty section of the school website has links to helpful websites and resources.
- Students and parents can also read the school Bulletin (emailed weekly) for further information and updates about exciting local and national careers related events and opportunities as well as important deadlines.
- You can attend the annual Harrogate Grammar School Careers Fair held in November which offers students and parents the opportunity to speak to a wide range of people from different job sectors along with local business and employers, businesses, representatives from public services, further and higher education stands.
- Information about careers events and opportunities for apprenticeships in the local areas, for example, will also be shared with students and parents/carers using HGS social media and in our weekly school bulletins.

## **Can you support our Careers Programme?**

We are always looking for parents, alumni, employers and businesses to support our careers programme in a variety of ways. It could be though volunteering to talk to our students, to offer work experience placements, to come and be on a stand at the Careers Fair. We are also looking for employers who would considering our Employer Mentoring Scheme for some of our students. Please get in touch if you would like further information.

## **The Careers Enterprise Company Regional Hub Membership**

Harrogate Grammar School is a member of the York and North Yorkshire CEC regional careers hub and is delighted to have also developed a partnership working closely with the Bettys and Taylors Group who provide support for our programme through a range of events and participation in careers related activities at HGS.



## The Quality in Careers Standard Award

Harrogate Grammar School was very proud to have been selected as one of 18 schools in North Yorkshire to participate in the 'Putting the learner first – progression for success' 2015-2017 pilot scheme supporting schools hoping to secure the nationally recognised Quality in Careers Standard award and in July 2017 Harrogate Grammar School was awarded the nationally recognised award. By securing this award the school demonstrated an outstanding commitment to provide impartial, independent careers education, information, advice and guidance for all students and was complimented about how the school works with students to improve their awareness of opportunities, raise their aspirations, to prepare them for the world of work and to ensure they achieve their full potential. The award is one of the highest accolades a school can receive for excellence in this area of work and HGS was very proud to have completed the reassessment process in 2021 to continue as a Quality in Careers Standard Award holder. We have committed to completing the reassessment process for the Quality In Careers Standard Award again in 2024 and look forward to continuing to be award holders for a further three years and beyond.





## Harrogate Grammar School Alumni Network

We would like to invite all of our past students to become part of our exciting alumni community network, Harrogate Grammar Connect. As the network develops, it is hoped that former students and staff will be able to provide inspiration and advice to current students facing career and university choices. There is a huge diversity in the career paths of Harrogate Grammar School alumni; among their ranks is a wealth of talent working across a wide range of fields including politics, the arts, education, property development, medicine, research and farming. Wherever your career and life have taken you since leaving Harrogate Grammar School, we hope you will join us as a proud member of our alumni community.



## Who to contact if you require further information about Careers at Harrogate Grammar School:

**Mr B Twitchin** – Director of Sixth Form and SLT Lead for Careers

**Mrs J Hinkins** – Careers Leader, Personal Development Coordinator and Careers Fair Coordinator

**Mrs M Cannon** – Assistant Director of Sixth Form with responsibility for the progression programme

**Mrs K Mitchell** – HGS Careers Adviser

Please contact Mrs J Hinkins ([hinkinsj@hgs.rklt.co.uk](mailto:hinkinsj@hgs.rklt.co.uk)) in the first instance if you have any questions about the CEIAG programme at HGS or would be able to support our programme.