



5-12 CAREERS

CONTEXT

The Careers & HE Department at Guildford High School is a cornerstone of our mission of providing a first-class education to academically able girls and our aim of enabling every pupil to maximise her full potential. Every year around 90% of our Upper Sixth pupils progress to Russell Group universities, and the remaining 10% go to a range of destinations including music conservatoires, art colleges, other prestigious UK universities which do not form part of the Russell Group, and universities abroad. All our pupils currently progress to Higher Education of some form, either university or else art, music or drama college. However, we ensure that our careers advice is impartial and that pupils consider other routes into careers e.g. Higher-Level Apprenticeships, and occasionally pupils take this route.

Girls study a wide range of subjects at degree level. We have roughly equal numbers of leavers studying STEM subjects and Arts subjects.

After higher education, our pupils enter a wide range of professional careers. Our alumnae are to be found in the banking industry, the media, the civil service, the scientific and medical professions, the legal world, the theatre and other creative industries, teaching, advertising, business. The list is almost infinite. Many of them return to Guildford High School to give careers talks to current pupils.

POLICY STATEMENT

At Guildford High School our policy is to ensure pupils in Years 7-13 are guided in making many of the key choices which will affect their future and also to help them become aware of their strengths, weaknesses and interests in relation to the world of work. Pupils are made aware of options available to those with specific talents, such as scholarships and other dedicated programmes. Our aim is that they should be able to make informed choices about a broad range of career options and to present our advice in an impartial manner. Ultimately, our goal for our pupils is that they should be prepared for their future lives in British Society or abroad and make a success of their chosen careers and their lives. Each pupil needs to have the values, behaviours and skills to get on in life.

This is achieved through having a dedicated Director of Higher Education and Careers whom the girls in any year can talk to, and dedicated resources to help pupils explore careers and options. The Careers Guidance Policy supports the School's aims of maximising pupils' potential and encouraging them to be positive about their abilities through a structured Careers Programme which addresses self-awareness and provides detailed and accurate guidance about important

choices at all stages of their schooling. Through exposure to a wide range of careers, pupils are encouraged to aim high and to think creatively about the opportunities open to them in order to fulfil their potential.

Guildford High School is committed to providing impartial, accurate and up-to-date Careers Education for all pupils in the Senior School in line with its statutory requirements. The school seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Guildford High School is fully committed to ensuring that the application of the Careers Guidance Policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy.

This policy should be read in conjunction with:

- the Careers Programme
- the PSHE (ASPIRE) policy
- the Health & Safety Policy
- the School's Mission Statement and Aims

The policy has regard to *Careers Guidance and Access for Education and Training Providers* (2018).

This policy is reviewed on an annual basis, or as events or legislation changes require, by the Director of Careers and Higher Education. The next scheduled date for review is June 2026.

KEY PERSONNEL

The Director of Careers and Higher Education at Guildford High School is Dr Jane Boyd. She is based in the Careers Room. Dr Boyd also acts as a UCAS Mentor and oversees the careers programme in all year groups as well as the university application process.

Other careers staff:

- Duncan Peel (Senior Deputy Head)
- Will Saunders (Deputy Head, Enrichment) – UCAS Mentor for Law
- Sarah Arola (Director of Studies) – UCAS Mentor for Medicine
- Katrina Sloan (Director of Sixth Form)
- Ewan Laurie (Director of Research) – Oxbridge Co-ordinator

THE CAREERS ROOM

The Careers Room is a large, comfortable, attractive space housing all careers resources, including:

- Higher Education prospectus for UK Universities, art, music and drama colleges
- Detailed Information on previous University Interviews
- Information on studying at European and US Universities
- Reference and Loan books on many Careers, CV preparation and Interview technique

. The Director of Careers is based in the Careers Room and either she or one of the Assistant Heads of Sixth Form is available to pupils in any year group before and throughout the school day, either on a drop-in basis or by appointment. The main users of this provision are girls in Years 9, 10, 11 and the Sixth Form but we are available for all Senior School pupils and are involved with each year group in some capacity.

CAREERS EVENTS

We see it as vitally important to bring in the outside world and organise a number of events to open girls' eyes to the opportunities available to them.

We organise:

- at least two evening careers fora every year (in Michaelmas and Lent Term)
- lunch time and after school speaker events by alumnae, parents and contacts
- test and interview preparation for Oxbridge candidates and Medicine and Veterinary Medicine applicants
- a comprehensive post- examination programme for Lower Sixth pupils
- an annual Higher Education Fair for Lower Sixth
- subject lunches for Year 11 and Lower Sixth to support option choices in the Sixth Form and at university
- Careers Speed Dating event for Year 10 and Lower Sixth
- work experience support and guidance for Year 11 and Lower Sixth
- GCSE and AS options interviews for Years 9 and 11 with members of SMT
- Morrisby careers aptitude testing for Year 10
- Early Careers questionnaires and careers exploration for Year 8

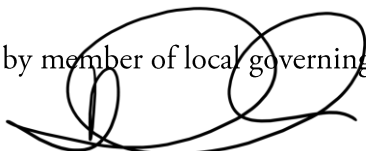
We also publish a monthly Careers Bulletin to parents and pupils advertising external competitions and university events, work experience and Gap Year opportunities, and updating our community on developments in the HE world.

Subject departments also support university preparation in a number of ways, including subject-specific advice on personal statements and extension reading and Oxbridge preparation.

The overall careers programme is evolving with reference to the Gatsby benchmarks.

Pupils in every year group have a year group OneNote with sections for Careers bulletins, careers forum programmes and all careers materials they have worked with; they can always refer back to past materials such as careers bulletins and the Lower Sixth materials prepared for Higher Education. This OneNote will stay with them from year to year.

Approved by member of local governing body (LGB):

Signature:  _____

Print name: _____ Katie Leah _____

Responsibility on LGB: _____ Careers _____

Date: _____ 17 June 2025 _____