



## Careers Education Policy

### Introduction

This policy is designed to conform with the statutory guidance for schools on providing careers guidance provided by the Department for Education (DfE) which was updated in January 2023 (<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>). This policy should be read in conjunction with the PSHCE Policy and the Careers Policy Statement on Provider Access, both of which are available on the School's website, together with a summary of the School's careers programme and details of how students, parents, teachers and employers can access further information.

This policy and the school's careers education programme has also been developed to meet the eight Gatsby Career benchmarks (<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>) for ensuring best practice, which have been adopted by the DfE and were recently updated for implementation in September 2025. They comprise:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Full detail of the updated benchmarks can be found here: [updated Gatsby Career benchmarks](#).

### Aims

Through its careers programme, the Henrietta Barnett School (the 'School') aims to ensure that each student

- develops an understanding of themselves, their abilities and interests
- has access to accurate, up-to-date careers information and guidance that
  - is presented in an impartial manner
  - enables them to make informed choices about a broad range of career options
  - helps them to fulfil their potential
- gains a greater knowledge of the range of education, training and careers opportunities open to them, including technical education qualifications and apprenticeship opportunities.
- is fully informed and supported to make career-related decisions at key transition stages
- takes part in work-related activities in and out of school.

### Context

The School's careers programme fits within the ethos and context of the school as a whole. As such, it is a highly aspirational programme, informed by its cohort of students and selective status and its history of leavers' destinations and achievements. The percentage of students staying in education/employment after Key Stage 4 and continuing to education/training after Key Stage 5 each year is generally 100% (or close to that), with almost all currently choosing to go on to university and some taking up degree apprenticeships.

### Delivery of the programme

The School has a comprehensive and varied programme of careers education that is delivered in a variety of ways: students learn about career-related topics in their PSHCE lessons, through talks from

internal and external speakers, various trips, work experience, one to one sessions with careers advisers and members of staff and also within individual departments and through the assembly and tutorial programme.

There are also specific career-related events, including the Higher Education and Medicine and Dentistry Evenings and UCAS Day held annually for sixth form students. The annual Careers Fair – at which around 50 volunteers from a wide range of different sectors and industries attend - is open to all students in Years 10 to 13.

All students in Years 7-13 have their own account with [Unifrog](#) which is a destinations platform providing impartial research on careers, subjects and courses. It is also the vehicle used in Sixth Form for processing UCAS applications within school. Students have allocated lesson time to access the platform and develop their profiles and can also browse the site in their own time using a laptop, phone or tablet.

A summary of the contents of the careers education programme for each year group is set out below.

YEAR GROUP		CAREERS EDUCATION PROGRAMME
KS 3	Y7	<ul style="list-style-type: none"> <li>• Introduction to topic of careers and employability skills</li> <li>• Set up with own personal Unifrog account</li> <li>• Careers talks and assemblies</li> </ul>
	Y8	<ul style="list-style-type: none"> <li>• Topics of time management and 'growth mindsets'</li> <li>• Careers talks and assemblies</li> </ul>
	Y9	<ul style="list-style-type: none"> <li>• Introduction to business basics and enterprise; identifying strengths and interests</li> <li>• Support for making GCSE subject choices, including group session with external Careers Adviser to discuss the impact of GCSE subject decisions on university and career choices and guidance from subject leaders and older students through a Year 12 subject fair and 'vertical links' sessions with Year 10 students</li> <li>• Careers talks and assemblies and further use of Unifrog</li> </ul>
KS 4	Y10	<ul style="list-style-type: none"> <li>• Introduction to process of making A level subject choices and links with university degrees, apprenticeship options and career choices</li> <li>• Further exploration of effective study skills</li> <li>• Lessons on money management and budgeting</li> <li>• Further use of Unifrog</li> <li>• Careers Fair</li> <li>• Careers talks and assemblies</li> <li>• Opportunity to complete Duke of Edinburgh Bronze Award which includes a volunteering element providing work experience</li> <li>• Participation in Jack Petchey Speakout Challenge to develop public speaking and presentation skills</li> </ul>
	Y11	<ul style="list-style-type: none"> <li>• Preparation for work experience placements to take place in the summer including research of placements, preparation of CVs and cover letters and <b>learning about employability skills, rights and responsibilities of employers and employees and appropriate conduct in the workplace</b></li> <li>• 'Introduction to Sixth Form' evening for parents and students; support with all relevant information on making suitable A level choices, including guidance from older students and alumnae and optional one to one meetings with senior staff</li> </ul>

		<ul style="list-style-type: none"> <li>• One to one interview with an external Careers Adviser before making A level choices</li> <li>• Careers Fair</li> <li>• Lessons on finance, tax, student finance and budgeting</li> <li>• Careers talks and assemblies and use of Unifrog</li> <li>• One week compulsory work experience</li> </ul>
KS 5	Y12	<ul style="list-style-type: none"> <li>• Range of talks on preparation for vocational courses, courses at competitive universities and apprenticeships; Higher Education and other careers evenings which include talks from external speakers; guidance from alumnae and older students</li> <li>• Support with all relevant information on the UCAS process, drafting personal statements and choice of courses; attendance at UCAS exhibition at Excel Centre</li> <li>• Optional further interview with external Careers Adviser and one to one meeting with senior staff</li> <li>• 'Life Skills' sessions include material on presenting at interview, apprenticeships and talks from speakers in a range of careers</li> <li>• Careers Fair and networking events</li> <li>• Careers talks and assemblies and use of Unifrog</li> </ul>
	Y13	<ul style="list-style-type: none"> <li>• Extensive guidance and support for completion of Personal Statements and UCAS forms (via Unifrog) and material and sessions on interviews (including MMI style interviews, pre-admission tests, pre-interview Oxbridge tests, Oxbridge interviews and interviews for Medicine, Dentistry and Veterinary Science)</li> <li>• Mock interviews with an external, subject-specific interviewer; mock MMI interview practice for medical school applicants</li> <li>• Lifeskills sessions provide pastoral and practical advice about living independently</li> <li>• Careers Fair and networking events</li> <li>• Careers talks and assemblies and use of Unifrog</li> </ul>

### Students with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme set out above, with adjustments and additional support as needed.

The Careers Leader will work with the School's SENCO and teachers, the students and their families as well as, where appropriate, professionals from relevant organisations, to identify the needs of our students with SEND. Personalised support will be put in place as needed.

### Careers Leader

The school has a designated Careers Leader, in accordance with the statutory guidance. The Careers Leader at the School is Claire Leek (Assistant Head (Pastoral and Personal Development)) and she works very closely with other members of staff, in particular the other Heads of Year/Key Stages, in order to facilitate the delivery of the careers programme to students.

If students, parents, teachers or employers would like any further information about any aspects of the programme, please contact Mrs Leek by email (at [cleek@hbschool.org.uk](mailto:cleek@hbschool.org.uk)) or via the school's address (Central Square, Hampstead Garden Suburb, London NW11 7BN) or phone (020 8458 8999). The School's Careers Policy Statement for Provider Access can be found [here](#).

### Support for the Careers Programme

The School's careers programme is greatly enhanced through support from parents and alumnae and other employers and organisations. A survey is sent out at the beginning of the academic year requesting help with many aspects of the programme, including the Careers Fair, mock interviews, work experience placements and careers talks etc. Please contact the Careers Leader if you are able to offer any form of help.

In furtherance of its aim to provide students with the full range of options available to them, and in compliance with its statutory obligation, the School welcomes education and training providers to the School to provide relevant information to the students. The School's Careers Policy Statement for Provider Access, which contains further details regarding opportunities for access can be found on the website.

### **Monitoring and Evaluation of the Careers Programme**

It is the responsibility of the Careers Leader, with input from other members of staff, to oversee and organise the monitoring and evaluation of the Careers Programme and the impact of the programme on the students. This is done in a number of ways, in particular through formal and informal stakeholder feedback and surveys, analysis of student data and regular internal review of the content and strategic aims of the programme. Stakeholders are welcome to give feedback on any aspect of the programme to the Careers Leader.

### **Review and Update**

This policy will be reviewed annually.  
It was last updated in July 2025.