

Taunton School
Careers Department
Handbook

2023-24

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AIMS and OBJECTIVES

AIMS

In fulfilling the School's stated aims and objectives the Careers Department aims to help pupils to:

- Develop their understanding of the changing nature of the world of work.
- Prepare for the transition to work or Higher Education.
- Focus their thinking on a range of possible careers.

The Careers Department plays a key role in providing information, advice and guidance about the choices students and parents make surrounding GCSEs, BTEC, A Level and IB DP and the consequences of those decisions.

OBJECTIVES

The Careers Department will:

- Provide a wide range of data on careers, courses and higher education institutions in a variety of media and to make information accessible and available.
- Provide a structured programme based on theories of occupational choice in order to fully inform pupils and parents about the best ways to make career decisions.
- Provide information about work experience.
- Provide a focus for the encouragement and development of personal skills through careers talks.
- Provide advice to pupils about the writing of curriculum vitae, covering letters and applications.
- Provide one to one, small group and whole year group guidance both on a planned and a drop-in basis. This guidance may be given by the Head of Careers, the Careers Co-ordinator or visiting speakers.
- Work with each Year 13 pupil to achieve their post school goals, whether that is a UK university application, an international university application, applying for an apprenticeship or taking a gap year or starting a job.
- Promote interest amongst pupils and staff about the importance of careers education.
- Promote equal opportunities for all irrespective of gender, race and background.
- Encourage parental awareness and involvement through social media, events and individual appointments.
- Evaluate the effectiveness of the work of the department through weekly meetings and regular appraisals.
- Identify staff training needs.
- Encourage all staff working in the department to be aware of changes in employment trends and the Higher Education environment.

STATEMENT OF METHODOLOGY

Preamble

The following paragraphs set out the methods whereby the aims and objectives of the Careers Department are enacted.

1. Provision of data

This is enhanced by a positive and supportive atmosphere in the Careers Room. Pupils are encouraged to drop in and use the resources/seek advice to locate information and access data through our online provisions. It is hoped that the Careers Room is seen as a place where post school options can be easily and purposefully researched.

Data is available through:

- 1.1. **Online careers programs** – Programs such as Unifrog and UCAS are available through Firefly links. Each student from Year 9 – 13 has a Unifrog profile which their tutor also has access to. Unifrog is a key resource within the Careers Department.
- 1.2. **Higher Education institutions** – The vast majority of research about Higher Education now takes place via UCAS and Unifrog websites, although all information requires confirming directly with university and college websites. The department has up to date standard guidebooks such as the Heap Guide.
- 1.3. **Post school updates** – Students across the different year groups are sent relevant age-related information either via email or Teams. This information frequently includes details of forthcoming university open days, gap year opportunities and local jobs, sponsorship options etc for Sixth Form, and work experience and relevant information for the younger students. The posts regularly contain hyperlinks to useful careers related websites and information. The school networks are also used to advertise events run by the Department.
- 1.4. **Alumni** – the department works with the Taunton School Alumni and Foundation Office to help create networks both with former students at university and those who have started their careers proper.

2. Careers Education

The Careers and higher education advice is co-ordinated by the Head of Careers with the help of the Careers Co-ordinator. Our curriculum is delivered during PSHEE time. An outline of the Careers curriculum can be found in Appendix A.

3. One to One Guidance

Guidance is generally given by school-based advisors. The Head of Careers can facilitate student and parent meetings.

- Students can book 30 minutes consultations from before school, lunchtimes and after school.
- Parental consultations can happen at mutually convenient times either online or in person.

Year 9, 10 and 11 tutor groups can arrange meetings during the course of the Autumn and Spring terms to build on the whole year group sessions. Students are then encouraged to book one to one sessions or with their parents to follow up individual questions and concerns. The emphasis for Year 11 remains on identifying career pathways to help students choose relevant subjects and curriculums currently offered by Taunton School through the A Level, BTEC and IBDP programmes.

Year 12 and Year 13 can drop in whenever they feel they need a meeting and be interviewed by the School's Careers team throughout the year. Following an interview, which can focus on career pathways and post school plans, follow up sessions are booked to consider which route (HE, apprenticeships, searching the job market), is the most appropriate. For Year 13 in particular the majority of these sessions will focus on their university or apprenticeship applications or gap year plans.

The department maintains correspondence with ex-pupils and welcomes many back, particularly those on gap years to work with them on university applications as well as broader career plans. Ex-pupils sometimes feedback to Years 12 and 13 about their experiences of university and apprenticeships to help inform decision making.

The school seeks to give impartial advice to students through the use of a set of recommended websites. Each pupil from Year 9 – 13 has a Unifrog profile. Our Department is increasingly integrating other parts of our Careers provision into this platform, including writing personal statements during Year 13 and has migrated American university applications available through the Common App into Unifrog. All interviews with students are written into the pupil's Unifrog profile under the 'Interactions' tab which is available for tutors to see. This creates a holistic and comprehensive way to offer ongoing Careers provision across the year groups, developing each pupil's research and knowledge about their post school transition. Each students has access to their profile wherever they are in the world and they are also encouraged to use this platform with their parents.

- 3.1. Armed Forces** - The three **Armed Services** (Army, Royal Marines and RAF) send liaison officers to Taunton School in order to carry out presentations with pupils considering careers in the defence sector.
- 3.2. Careers conventions** – Our Department has an established range of careers fairs open to all students at school. Historically we run a University Student Networking Event, a Business, Law and Apprenticeship Fair in the Autumn term and a Medical and Allied Health Careers Fair in the Spring. We are looking to develop a STEM Fair in the Summer term.
- 3.3. Taunton Independent Schools Careers Fair** – all Year 11 students get to attend this event in the Spring term and talk one to one with a range of professions present.
- 3.4. University Fairs** – the school arranges university fairs in school when possible so that students can meet one to one with university representatives from both British and international universities. For example in the past we have welcomed Study Options, Student World and Hawkins Global Education to bring groups of universities into the school. Many universities are now offering online events such as university campus tours and fairs which we will advertise our students and encourage them to take part in. Year 12 are taken to the annual UCAS Convention at Westpoint Arena in Exeter in the Spring term.

3.5. Individual university and professional visits – we welcome both universities and professions into the school to join our termly events.

3.6. Formal school events – the department is represented at all school transition events in order to give individual advice to parents and students. Presently these include: the Introduction to Sixth Form evening, BTEC information evening, IB information evening, Oxbridge information evening and the UCAS information evening.

4. Promotion of cross-curriculum links and the involvement of all staff in careers education

All academic departments address careers issues in their contributions to the guides to choosing GCSE, A Level, BTEC and IBDP courses. In addition, pupils receive careers advice when talking with their tutors about subject choices for Years 10 + 11, 12 and 13.

5. Employability Skills

The recent cultural shift in careers provision for independent schools has been fully embraced with Taunton School seeking to identify career pathways before university and subject preference. Building on the work carried out in Years 9 – 10, the Department use Year 11, Year 12 and Year 13 PSHEE time to explain the importance of developing employability skills and how to gain them.

6. Keeping parents informed and involved in the process of advising pupils

Parents and guardians can raise Careers issues during parents' evenings. At other times the department can be contacted directly using the department's designated email address or telephone number.

Letters are regularly sent home to parents informing them of important Careers events and fairs, current issues in careers, university and apprenticeship choices.

The department coordinates with the Marketing Department to decide what information needs to be made available to parents through the public school website and the parents portal.

7. Staff Training (INSET)

The Head of Careers and Careers Co-ordinator try to attend regular training sessions across the UK to ensure continuous professional development (CPD). The Department regularly attends university seminars and open days that deal with changes in admission requirements. They also attend courses run by the armed forces, UCAS and professional careers associations. The Head of Careers regularly cascades information and feeds updated protocols at Head of Department (HODs) meetings and to SMT.

The Head of Careers is also involved in the training of tutors, particularly regarding the use of Unifrog with tutees and UCAS practices.

Appendix A: Taunton Senior School Careers Provision

	Activity	Delivering Staff
Year 12	Autumn Term	Careers Department
	Unifrog to be updated for all new and continuing students if they want to take part in the programme.	Careers Department
	Unifrog online careers programme: <ul style="list-style-type: none"> • Choosing A Level/IB/BTEC selection / subject changes • Careers guidance 	Careers Department
	<i>PSHEE programme of talks:</i> <ul style="list-style-type: none"> • Making the right decisions now, Unifrog • Work Experience • Introduction to international universities/ Oxbridge • What to do after school • Employability skills 	Careers Department
	Spring Term	Careers Department
	Unifrog online careers programme: <ul style="list-style-type: none"> • Career Guidance • University and course selection 	Careers Department
	<i>PSHEE programme of talks:</i> <ul style="list-style-type: none"> • Understanding the UCAS process • Making the most of the UCAS fair • Life out there and CV building 	Careers Department
	Summer Term	Careers Department
	Unifrog online careers programme: <ul style="list-style-type: none"> • Career Guidance • University and course selection • Personal statement advice • Apprenticeships • Personal Statements 	Careers Department
	Work Experience during holidays support	

Year 13	Autumn Term One to one interviews with students on a variety of topics, a selection of which are listed below: <ul style="list-style-type: none"> • University and course selection • Personal statement advice • Apprenticeship applications • Interview preparation • UCAS and International university applications 	Careers Department
	<i>PSHEE programme of talks:</i> <ul style="list-style-type: none"> • UCAS applications • Personal Statement review • Interview techniques • Employability skills 	Careers Department
	Spring Term One to one interviews: <ul style="list-style-type: none"> • University and course selection • Personal statement advice • Apprenticeship applications • Interview preparation • UCAS and International university applications 	Careers Department
	<i>PSHEE programme of talks:</i> <ul style="list-style-type: none"> • University offers/ Apprenticeships • Student Finance • Career networking sites 	Careers Department
	Summer Term One to one interviews: <ul style="list-style-type: none"> • Apprenticeship applications • Interview preparation • Job Application advice • Gap Year planning • Results day information 	Careers Department
	Results Day guidance and follow up	Careers department

Appendix B: example Autumn Term 2023 Careers Summary

UCAS applications 2024 cycle

- a) Student Applications; UCAS deadline for the majority of courses is 31st January. All students applying to UCAS must have submitted their applications by this point.
- b) Oxbridge/Medicine/ Veterinary Medicine/ Dentistry application cycle sent in by October 16th.

Meetings

- a) PSHEE talks for Years 9 – 13 throughout the PSHEE programme.

School Events

- a) Autumn Term
 - i) University preparation PSHEE sessions in September and October for Year 13.
 - ii) Business, Law and Apprenticeships Fair, November.
- b) Spring term
 - i) Health Related Careers Fair, February.
 - ii) Year 11 Independent Schools' Careers Convention, March.
 - iii) Year 12 UCAS Fair, March.
- c) Summer term
 - i) Potential STEM Fair, June.
- d) Year wide talks
 - i) International university sessions, Armed Forces sessions, individuals, e.g. parents offering lunchtime talks to students around their area of expertise.

TSI/TSIMS

- a) TSI
 - i) Annual talks with TS students about the TS Sixth Form Academic Options and Careers.
 - ii) Students are offered individual sessions for advice on subject combinations for A level / IB and career needs.
 - iii) TSI offers the International Foundation which the Careers Department can talk about along with advice of alternative options and career pathways.
- b) TSIMS
 - i) Dates are arranged for annual sessions with students.

TPS

- a) Ongoing communication with TPS to arrange sessions with students.

TS

- a) Ongoing communication with Head of PSHEE to review curriculum content for Years 9-11.

Appendix C: 2023 UK Leavers data

- 127 recorded students completed the year.
- 103 students (including three Year 14 students) applied to UCAS 2023.
- 89 students have accepted their offers to study at a UK university.
 - o 13 of these places are deferred for one year to allow for a gap year.
- 5 known university places at international universities.
- 2 students entered employment.
- 1 student applied for an apprenticeship (but course not confirmed).
- 17 students on gap years with no confirmed course post gap year.

Oxbridge 1

Medicine 3

Russell Group 41

- 73% Conditional Firm offer (first choice university) 65/89.
- 10% Conditional Insurance offer (second choice university) 9/89
- 2% Unconditional Firm offer 2/89. Both for Year 14 students
- 13% Clearing places 12/89
- 1% Direct application 1/89

University	Course
Aberystwyth University	History and Welsh History
Bangor University	Marine Biology (with Foundation Year)
Bournemouth University	Product Design (Integrated Master's)
Bridgwater and Taunton College	Art foundation diploma
Bridgwater and Taunton College	Foundation diploma in Fine Art
Bristol, University of the West of England	Electrical and Electronic Engineering
Cardiff Metropolitan University	Business and Management (Sustainability)
Cardiff Metropolitan University	Sport Conditioning, Rehabilitation and Massage (SCRAM)
Cardiff University	Journalism, Media and English Literature
City, University of London	Business with Marketing (with Professional Placement)
Durham University	English Literature
Durham University	Chemistry

Durham University	Music
Edge Hill University	Computer Science & Artificial Intelligence
Falmouth University	Film
Glasgow School of Art	International Foundation (Art and Design)
Hult International Business School	Business Administration
Imperial College London	Computing
INTO University of Exeter International Year One	
INTO University of Exeter International Year One	General Engineering
King's College London, University of London	Philosophy, Politics and Economics
Kingston University	Business Management
Kingston University	Business Management
Lancaster University	Economics
Lancaster University	Software Engineering
Loughborough University	Politics, Philosophy and Economics
Loughborough University	Graphic Design
Middlesex University	BSc Psychology with Counselling Skills
Monash University, Melbourne	Biomedical Sciences
Newcastle University	Computer Science (Software Engineering)
Newcastle University	Classics
Newcastle University	Combined Honours
Newcastle University	Geography
Northumbria University, Newcastle	Computer Science
Northumbria University, Newcastle	Design for Industry
Oxford Brookes University	Accounting and Finance
Oxford Brookes University	Psychology

Oxford Brookes University	Real Estate
Queen Mary University of London	Computer Systems Engineering
Queen Mary University of London	Medicine
Queen Mary University of London	Politics and Sociology
Solent University (Southampton)	Yacht Design and Production with Science and Engineering Foundation Year
Solent University (Southampton)	Business Management with Finance
Swansea University	Mathematics and Computer Science with a Foundation Year
The University of Edinburgh	Ecological and Environmental Sciences with Management
UCL (University College London)	Law
University of Bath	Natural Sciences BSc
University of Bedfordshire	Sports Therapy and Rehabilitation
University of Birmingham	Computer Science/Software Engineering
University of Birmingham	Psychology in Education
University of Bristol	History
University of Exeter	Accounting and Business with Industrial Experience
University of Exeter	English and Communications
University of Exeter	Business and Management
University of Exeter	Exercise and Sport Sciences
University of Exeter	English and Film & Television Studies with Employment Experience
University of Exeter	Exercise and Sport Sciences
University of Exeter	Zoology
University of Exeter	Exercise and Sport Sciences
University of Glasgow	Computing Science/Theatre Studies
University of Greenwich	Law
University of Greenwich	Events Management

University of Leeds	International History and Politics
University of Leeds	Biomedical Sciences
University of Leicester	Computer Science
University of Leicester	Software Engineering
University of Liverpool	Medicine
University of Liverpool	Classical Studies
University of Manchester	Fashion Marketing
University of Nottingham	Geography BSc
University of Nottingham	Computer Science
University of Oxford	History
University of Plymouth	Geography
University of Plymouth	Environmental Science with Foundation Year
University of Portsmouth	Mathematics for Finance and Management
University of Reading	International Business and Management with Year Abroad
University of Reading	Business and Management
University of Reading	Agricultural Business Management with Placement Year
University of Reading	Consumer Behaviour and Marketing
University of Sheffield	Biomedical Science
University of Sheffield	Journalism Studies
University of Sheffield	Business Management and Economics
University of Southampton	Medicine
University of Southampton	Psychology
University of Surrey	Psychology
University of Sussex	Marketing and Management with Psychology (with a professional placement year)
University of Warwick	English and History
University of Westminster, London	Real Estate with Foundation

University of Westminster, London	Business Management with Foundation
University of Westminster, London	Business Management (Marketing)
International universities	
Canada	
Monash University, Melbourne	
Amsterdam	Law
Glion Institute of Higher Education, Switzerland	Hospitality Management
Glion Institute of Higher Education, Switzerland	Hospitality Management

Appendix D: Developing a first-class Careers provision

ACTION	RESPONSIBILITY	TIMINGS	SUCCESS CRITERIA	RESOURCES NEEDED
Review of Careers information advice and guidance across all sites. Integrating/introducing age related material and fulfilling March 2015 DfE Statutory Guidance.	SMT, AFM	2022 and ongoing	The Careers Department curriculum now incorporates the Gatsby Benchmarks satisfactorily.	Time
Improve student tracking of data surrounding predictions, exam results and online shared notes on background and careers information	SMT, MIS Department, AFM	2022 and ongoing	Notes from each student meeting is written into the student's Unifrog profile with tutors automatically notified. Tracking data is held on the centralised database 3SYS.	Unifrog/ school database.
Improve links with industry: Careers hub for South West, hosting career groupings events e.g. Financial services and law group Engineering and STEM events, Allied health professionals, apprenticeship fair	AFM, Careers Co-Ordinator	2022 and ongoing	Large careers events held each year, shows local reach. Participation by other schools; this is improving year on year. We were finalists in the Somerset Education Business Partnership Awards 2020 in the 'Careers Inspiration in Education' category.	Time to build links with schools and industries.
Improved use of parents and OT as mentors, work experience placements and specific careers meetings for interested students.	AFM, Careers Co-Ordinator, Alumni Foundation	2022 and ongoing	Using an increased number of OTs and parents in the variety of talks and events run by the Department, such as the successful Summer Careers Fair.	PSHEE programme timetable and/ or after school during timetabled events.

Monmouth Group member	AFM	Several meetings per year	Attending the meetings, gaining professional development and cascading the knowledge through the department and to relevant members of staff.	Time to travel to meetings/ watch meetings online.
UCAS Annual Conference for Teachers and Advisers	AFM	Once every 2/3 years	Attended in 2023. Gained invaluable CPD which was then cascaded back through SMT and department.	Time and budget.