

Careers Policy and Programme 2022-23

‘Next Steps’

Our commitment

At Moreton Hall the Next Steps Careers Programme is committed to providing information, advice and guidance for all our pupils so that they are inspired and motivated to fulfil their potential. We aim to help every pupil develop high aspirations and consider a broad and ambitious range of careers. This includes inspiring every pupil through real-life contacts with the world of work which can help them understand where different choices can take them in the future. It also includes helping young people to develop the knowledge, confidence and skills that they need to make well-informed, thought-through choices and plans which enable them to progress smoothly into further learning and work, now and in the future.

Moreton Hall’s programme of Careers advice and guidance was recognised when we were announced as finalists in the Independent School of the Year Awards 2020 Student Careers Programme; a fabulous endorsement of the department’s passionate commitment to young people.

Information, advice and guidance refers specifically to personalised support on learning and work pathways and on other key issues which impact on young people’s ability to develop and progress. This encompasses 4 strands:

- Careers
- Higher Education
- Work Experience and Apprenticeships
- Gap Years

Effective, personalised CEIAG is delivered by members of staff and other professionals in an impartial manner with the needs of the individual at the forefront. The policy for CEIAG support is itself underpinned by a range of key school policies and practices, in particular those for teaching and learning, assessment, recording and reporting, PSHE, work-related learning, enterprise, equal opportunities and diversity as well as the Most Able, EAL and SEN policy.

Objectives

The Next Steps Careers Programme is designed to meet the needs of our pupils at Moreton Hall. It is differentiated and personalised to ensure progression through activities appropriate to pupils’ stage of careers learning, planning and development. Pupils are entitled to CEIAG which meets professional standards of practice and which is person-centred and impartial. It is integrated into pupils’ experience through the curriculum and bespoke events. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

The aims of the Next Steps Careers programme are that every pupil should:

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- Be aware of her own strengths and areas for development empowering her, with our support, to take ownership of her future choices
- Be aware of the opportunities available to her through Higher Education, Further Education, training and apprenticeships
- Know how she can adapt to the changes taking place in the world of work
- Be aware of employer requirements

The department seeks to incorporate the **The eight Gatsby benchmarks of Good Career Guidance** into our planning and delivery of the programme.

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

Implementation of the Next Steps Careers Programme

The programme is led by the Head of Department (Catherine Ashworth) and supported by the Senior Sixth Form Tutor (Caroline Lang). Colleagues throughout the school contribute to the programme through the PSHE curriculum, the Rylands Diploma, the Unifrog platform and profiling, Oxbridge tutoring and in their role as academic tutors. In the Sixth Form, tutors are experienced in supporting students with their university applications or alternative post A level plans.



Next Steps Careers Programme - Autumn Term

Year	Provision
Upper 6	<p>A full programme of one to one UCAS application support</p> <p>UCAS Update briefings</p> <p>Gap Year talk</p> <p>Individual meetings to discuss applications and personal statements</p> <p>LNAT preparation course (if applicable)</p> <p>BMAT preparation course (if applicable)</p> <p>Oxbridge preparation - group sessions</p> <p>Oxbridge individual interview preparation</p> <p>University Admissions Tests - Mock examinations</p> <p>Interview Skills talk - University representative</p> <p>Individual Interview practice - Subject specialists</p> <p>MMI Practice event at the RJAH Hospital for Medical Science applicants</p> <p>Individual interview practice for Medical applicants with Consultant</p>

Lower 6 Visit to Oxford and/or Cambridge University Open Day (calendar permitting)

Gap Year Talk

Applying for Medicine, Dentistry and Veterinary Medicine - talk to students and parents

	<p>Study in the USA Talk - Consultant, Phil Garner</p> <p>Introduction to Unifrog for new pupils in the Sixth form</p> <p>Individual interviews for students new to the Sixth form</p> <p>Talks from OM's & professionals about a range of career areas</p> <p>Life Skills programme</p>
Upper 5	<p>Study in the USA talk - Consultant, Phil Garner</p> <p>Talks from OM's & professionals about a range of career areas</p> <p>Unifrog Psychometric testing</p> <p>Sixth Form Information Evening - Talk to students and parents</p> <p>One to one meetings with Adviser</p>

Lower 5	Careers in PSHE Programme Talks from OM's & professionals about a range of career areas
Upper 4	PSHE Programme (under review)
Lower 4	PSHE Programme (under review)

Remove PSHE Programme (under review)

Spring Term

Year	Provision
Upper 6	<p>Individual meetings to discuss university offers and decisions</p> <p>Seminars for Post A level applicants</p> <p>Universities and Careers Fair for Post A level applicants</p> <p>Gap Year Planning Support</p> <p>Student Finance talk</p>
Lower 6	<p>Briefing for students and parents - An Introduction to UCAS & The World Beyond</p> <p>Unifrog refresher talk</p> <p>Universities and Careers Fair for all students and parents</p> <p>Oxbridge Student Conference</p> <p>UCAT preparation course - The Medic Portal</p> <p>Medical Conference - Concord College</p> <p>Individual interviews with all students to discuss post A level plans</p>
Upper 5	<p>Life Skills programme</p> <p>University Taster courses and Masterclasses</p> <p>Talks from OM's & professionals about a range of career areas</p> <p>Briefing for students and parents - The Next Steps, Sixth Form & Beyond</p> <p>Medical Conference - Concord College</p> <p>Introduction to Unifrog talk</p> <p>A level Taster Day</p> <p>Universities and Careers Fair for all students and parents</p> <p>Talks from OM's & professionals about a range of career areas</p>

Lower 5	PSHE Programme
Upper 4	GCSE Options talk to students and parents Individual interviews for any girls who need further guidance on option choices.
Lower 4	PSHE Programme (under review)
Remove	PSHE Programme (under review)

Summer Term

Year	Provision
Upper 6	What To Do When Results Come Out talk Preparing for University Talk Individual meetings to discuss university offers and decisions University Seminars for Post A level applicants One to one support on Results day and throughout Clearing
Lower 6	Individual interviews with all students to discuss post A level plans continue UCAS Registration sessions Personal Statement Writing Workshop - Russell Group University Oxbridge preparation sessions (group and individual) University open days Individual meetings to discuss personal statements Life Skills programme University Taster Courses and Masterclasses Talks from OMs & professionals about a range of career areas
Upper 5	Bespoke Visit to a Russell Group University Individual meeting to discuss A level subject choices Talks from OMs & professionals about a range of career areas



Lower 5	<p>Introduction to Unifrog and Unifrog personality/psychometric testing</p> <p>Unifrog individual follow up interviews</p> <p>Introduction to Moreton Sixth briefing for students and parents</p>
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The online booking system on Firefly allows all students and parents to have open access to Next Steps staff.

As well as the activities above, all girls have access to a wide range of information on Firefly. Masterclasses and talks from outside speakers are regularly offered to all students.

Recent Next Steps related Talks and Presentations at Moreton Hall

- UCAS update briefing - Next Steps department
- Applying for Medicine, Dentistry & Veterinary Medicine - Next Steps Dept
- Upper 5 into Sixth Form talk - Careers Department
- Introduction to Unifrog - L5, U5 & L6
- Introduction to UCAS - L6
- GCSE Options talk - Next Steps Department
- What to do when the results come out - Next Steps Dept
- Personal Statement Workshop - Next Steps Dept & University of Liverpool
- UCAS Registration workshops for L6 - Next Steps Dept
- 'Oxford Media and Business School' - Andrea Freeman
- 'Preparing for a Careers Fair' - University of Sheffield
- 'Gap Year Opportunities' - Culsans and Ski LeGap
- 'A Career in Law' - Alura Bather (OM)
- 'Studying in the USA' - Phil Garner
- ME Director's Table 'Creating BrandU' - Moneypenny
- Business Lunch - Victoria Price, EY Head of Private Tax
- International Women's Day Conference - various female speakers
- 'A Career in Disaster Management' - Lucy Easthope
- University study in the UK for International Students - University of York
- How to choose a university and course - University of Birmingham
- From Exeter to Ebay and the wiggly path beyond - Tashy Rowland (OM) and Kitty Peel (OM)
- Applying to Cambridge and Oxford - University of Cambridge
- University sport and the TASS scheme - Newcastle University
- Applying to and Studying at Cambridge - Matthias Dorzapf, University of Cambridge
- Studying and working in Optometry - Maddie Rouse, Cardiff University
- Studying and working in Nursing (cancer) - Joanna Holwill (OM)
- Pharmacy: A world of opportunities - Caroline Jenkins, RJAH
- Farm Vetting: the ins and outs - Benno Veenstra, Stapeley Vets
- What does a Chiropractor do? - Dr Monica Handa-Henshaw
- My Medical Journey - Dr Georgia Parry
- The History of the NHS - Professor Stephanie Snow

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- Working in General Practice - Dr Jane Gray
- Restart Africa - Gap year volunteering opportunities in Kenya - Mary Coulson
- A taste of History of Art - Dr Ann Haughton
- An Economists story - Alison Matthews
- The mysteries of Chemistry - David Kynes
- Film Producer and Author - Paul Olavesen-Stabb
- Journalism on the front line - Caroline Lang
- The wiggly path of an entrepreneur - Roger Pemberton
- Degree Apprenticeship opportunities - Allen Edwards, RHAH
- IVF and Fertility treatments - Professor Jason Kasraie
- Metabolic Bone Medicine - Dr Chadi Rakieh
- Forensic Anthropology - Dr Chris Aris, Keele University
- So you'd like to work with animals? - Zenna Rittenhouse, Harper Adams University
- Roles in the Royal Navy - Amy helps
- What is Bioinformatics - Dr Dario Balacco
- Dental Health - Dr John Morris

Recent Next Steps Visits and Talks Outside School

- Visit to Money Penny Head Office - Wrexham
- Visit to Village Bakery Head Office – Wrexham
- Visit to Merrythought Teddy Bears – Ironbridge, Telford
- InvestIn courses - U5 and L6
- Debate Chamber Subject Courses - L6
- Medical & Veterinary MMI practice interview event – RJAH Hospital
- UCAS Create your Future event - Manchester
- Medical Conference - Concord College
- LNAT Preparation course - Shrewsbury
- Inspire STEM courses for U5 - various universities
- Headstart STEM courses for L6 - various universities
- Visit to Magna production facility - Telford
- Operating Theatre Live - RJAH Hospital
- Oxbridge Student Conference – Liverpool
- Oxford University Open Day - L6
- Liverpool University Taster day - U5 & L6

Staffing

The department at Moreton Hall is overseen by the Head of Next Steps, Mrs Catherine Ashworth. Senior Sixth Form Tutor and Sixth Form Registrar, Mrs Caroline Lang, is also based in the Next Steps Department and works alongside the Head of Department delivering careers advice on a daily basis and leading on UCAS reference writing. Both



Moreton Hall

Careers Advisers are also Sixth Form tutors and have a teaching role across Years 8 - 13 (Lower Four to Upper Sixth).

The Oxbridge Tutor is responsible for preparing students for their Oxbridge applications. Mrs Ashworth assists Mrs Hannah Peel to run the Jenner Medical Society and is also actively involved in the guidance and preparation of students applying for Medicine, Dentistry and Veterinary Medicine. Members of the department work closely with the students' personal tutors, senior tutors, subject teachers, house mistresses, the SEND Coordinator, MA Coordinator and the EAL Coordinator.

Continuing Professional Development

It is vital that key staff in the department are up to date with developments and issues related to careers and the higher education & apprenticeship landscape. CPD is encouraged and on-going. Recent courses attended include:

- Annual UCAS Conference for Teachers and Advisers
- HMC/GSA University Admissions Conference
- The Medic Portal - Medical Applications Conference
- Fulbright Commission Conference
- University of Birmingham Teachers' Conference
- University of Nottingham Teachers' Conference
- Imperial College London Teachers' Conference
- King's College, London Teachers' Conference
- University of Manchester Teachers' Conference
- University of Leeds Teachers' Conference
- University of Durham Teachers' Conference
- The Highfliers National Graduate Careers Conference
- Unifrog Developments Webinars

The Role of the Department

In summary, the keystone of our policy is to counsel and advise students on an individual or small group basis and much of the advisers' time is spent conducting personal interviews. An online booking system is available for all students to access on Firefly and students have unrestricted access to information in the Careers Room at all times.

Part of the overall careers education in the school is delivered via the Personal Tutors in their group and individual meetings. The Careers Advisers liaise closely with tutors and house mistresses in the different boarding houses.

Location & Resources

The Careers Room is located in a dedicated room in the library. It is openly accessible to all students and is well stocked with up to date information about career areas, higher

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education courses, overseas study, gap year opportunities, apprenticeships, school leaver programmes, interview preparation, etc.

The Annual Next Steps Universities and Careers Fair

The Annual Next Steps Universities and Careers Fair, held in February each year, is one of the highlights of the school calendar. We usually host around 70 delegates including universities from as far afield as Edinburgh and Southampton, gap year organisations, local businesses, the Armed Forces and a whole range of professions and sectors from Law and Business to Computer Science and Engineering. The event is attended by Upper Five and Lower Sixth students from Moreton Hall. We also invite Year 11 and Year 12 students from local state schools including The Marches, St Martins, Lakelands Academy, The Corbet, The Maelor School and Dinas Bran. The Next Steps Universities and Careers Fair is a one stop shop opportunity for Upper Five and Lower Sixth students to find out everything they need to know about life beyond Moreton whether their interests are academic, creative, vocational or they are planning Gap Year. As well as visiting the stands in the main hall, students have the opportunity to attend a number of seminars throughout the morning. Universities and colleges regularly in attendance include:

- Aberystwyth University
- Aston University
- University of the Arts London (UAL)
- Bangor University
- University of Bath
- University of Birmingham
- University of Bristol
- University of Cambridge
- University of Cardiff
- University of Central Lancashire
- University College London (UCL)
- University of Chester
- University of Dundee
- University of East Anglia
- University of Edinburgh
- University of Exeter
- Falmouth University
- Glyndwr University
- Harper Adams University
- Imperial College London
- Keele University
- University of Lancaster
- University of Law
- University of Leeds
- Liverpool Institute of Performing Arts



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- University of Liverpool
- Liverpool John Moores University
- London School of Economics & Political Science (LSE)
- Loughborough University
- University of Manchester
- New College of the Humanities
- Newcastle University
- Northumbria University
- Queen's University Belfast
- University of Nottingham
- University of Oxford
- Oxford Brookes University
- Royal Agricultural University
- University of Sheffield
- University of Southampton
- University of Surrey
- Swansea University
- University of Warwick
- Hereford College of Arts

Leavers Information

	2023 2022 2021
Higher Education	94% 74% 84%
Gap Year	4% 24% 13%
Work or Other Training	2% 2% 3%



Higher Education Breakdown:

	2023 2022 2021
First Choice University	84% 87% 94%
Insurance Choice University	12% 9% 4%
Placed through Clearing	2% 4% 2%
<i>Russell Group</i>	<i>51% 35% 52%</i>

As a school, we are particularly proud of the diverse range of courses and destinations our students go on to.

The post A level application route is preferred by students who are planning to take a Gap Year but deferred entry is also an option for some. The department also supports an increasing number of Old Moretonians who decide to make a university application some years after leaving school.

Work Experience

Work experience is strongly encouraged, particularly for students in Upper Five to Upper Sixth. We have strong links with the Old Moretonian network, parents and local business partners who are all willing to provide advice and work related opportunities. The department can help to facilitate placements but does not organise them directly. Students are encouraged to undertake work experience placements during school holidays to minimise disruption to their academic studies.

Moreton Enterprises also provides a year's work experience for a large number of the Lower Sixth, and is an ideal preparation for courses, and often eventually careers, in the Business world which particularly attract numbers of our students.



Oxbridge Applications

The most able students are encouraged to consider an Oxbridge application. Potential students are identified by Academic staff, the MA Co-ordinator and tutors. Any student who wishes to embark on the Oxbridge process is welcomed although we do try to manage expectations and the Oxbridge process is by its nature self selecting. Students are encouraged to develop their area(s) of interest through the use of recommended super-curricular resources suited to their age. There are opportunities to visit the universities and attend open Days as well as subject specific events such as the Oxford Girls into Computer Science Conference, Cambridge Masterclasses and Corpus Christi Masterclasses. Interested girls are also encouraged to enter the various subject related competitions which the universities welcome as part of super-curricular activities. Our annual programme includes an introductory talk early in L6 with the Oxbridge Tutor, attendance at the Oxbridge Student Conference in March where they have the opportunity to find out more about the application process and attend subject talks. Any students wishing to pursue an application to Oxford or Cambridge are interviewed early in the

Summer Term by the Oxbridge Tutor, allocated a subject mentor and urged to attend the specialist discussion sessions.

Cross-Curricular Links

The work of the department compliments the activities and programmes being offered throughout the school. For example:

The Rylands Diploma

The department liaises closely with Sarah Pritchard who is responsible for the delivery of the L6 Life Skills programme to ensure content is up to date and covers relevant issues related to the world of work.

School Societies

Talks given by outside speakers in both the Jenner and Bronwen Society programmes frequently address issues relevant to a variety of careers. The Bronwen Society arranges lectures from outside speakers on a range of literary, cultural and political topics, and the Jenner Society invites speakers from different scientific and medical backgrounds to explain their work and give advice.

English Speaking Board (ESB)

The English Speaking Board examinations are taken by students throughout the school and are invaluable in developing skills of self-presentation and clear communication, so important in the Higher Education application process and subsequent career progression. The ESB examinations taken by all students in L6 also carry valuable UCAS points.





Community Service

The Community Service programme is very valuable in helping students to develop their interpersonal skills. The visits to residential homes for the elderly and the Oswestry Orthopaedic Hospital frequently lead to work experience placements for those interested in the caring professions and provide valuable evidence of volunteering for personal statements and CVs.

Leiths School of Food and Wine

The Leith's Certificate in Food and Wine offered in the Sixth Form is well-recognised in the workplace and offers excellent practical and self-directed learning skills.

Duke of Edinburgh

As part of the Duke of Edinburgh's Scheme, numbers of students undertake a community service-based placement, and this also often provides good work place experience. Employability skills such as team working and resilience are also developed by those completing the scheme.

Model United Nations

This simulation provides participants with a wide range of transferable employability skills such as researching, debating and problem solving. It also provides excellent experience for those considering Higher Education courses related to Politics and international Relation.

The Gatsby Benchmarks

What are they?

In 2014, Lord Sainsbury's Gatsby Charitable Foundation published a report titled "Good Career Guidance." The report identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools.

The table below sets out how we currently address these benchmarks in practice. Our provision is constantly evolving and developing.



Benchmark:	What we currently do:
1. A Stable Careers Programme	<ul style="list-style-type: none"> • Named Careers Lead • Programme delivered throughout the senior school (PSHE & stand alone). • Published Careers programme • Regular CPD attendance. • Talks to year groups and parents - U4 options (Mar) L5 (June), U5 (Jan), L6 (Jan) • Unifrog Scheme of Work
2. Learning from Careers & Labour Market Information	<ul style="list-style-type: none"> • Unifrog Profiling in Year 10 provides information about career paths and the labour market to inform decisions on study options. • All students and staff have access to the Unifrog website where comprehensive labour market information can be accessed. • Staff attend events such as the High Flyers Graduate Conference and University Careers & Employment events to keep up to date with opportunities and trends. • Alumni careers journey posters in Reception and Business/Economics department
3. Addressing the Needs of Each Pupil	<ul style="list-style-type: none"> • Records of all one to one discussions are kept on file. Info is shared with tutors and HMs. • Unifrog individual pupil shortlists. • Records are kept of leavers destinations. • Liaison with OM Alumni network
4. Linking Curriculum Learning to Careers	<ul style="list-style-type: none"> • School Society speakers - particularly Jenner • PSHE skills & employability module • Communicate information to departments re: events, new courses, taster days, essay competitions etc. • Unifrog Subject library



<p>5. Encounters with Employers and Employees</p> <p>6. Experiences of Workplaces</p>	<ul style="list-style-type: none"> • Annual Careers Fair • Jenner Society speakers • Bronwen Society speakers • Annual Business Lunch & Networking event • MMI Practice Interviews • Apprenticeship information provided (talks, Unifrog) • ME Director's Table • Work experience encouraged from U5 upwards (in school holidays) • RJAH Gobowen/GP Ludlow (relationships) • Business Department visits • Moreton Enterprises
<p>7. Encounters with Further and Higher Education</p>	<ul style="list-style-type: none"> • Annual Careers Fair • Induction week bespoke visit • Oxford Open Day visit • University Taster courses encouraged • UCAS Create Your Future exhibition • Art Degree Show visits • Warwick University A level Conferences • Masterclasses • Inspire, Headstart, Smallpiece • Personal Statement talk • Transition to University talk • Results Day & Clearing talk • Student Finance talk • Talks in departments e.g Jenner & Inspiring Women in Business





<p>8. Personal Guidance</p>	<ul style="list-style-type: none">● All pupils have open access to the department through the booking system on Firefly● One to one guidance meetings● Parents encouraged to come in for meetings and information● Careers 'library' available● UCAS application support● Gap year talks and meetings with providers● Individual support provided for leavers (up to 7 years later) - 'Once a Moretonian Always a Moretonian'
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