



SURBITON

HIGH SCHOOL

Careers Guidance

Contents

Careers Guidance	1
Aims and Ethos	2
2. Policy Statement.....	3
2. Key Personnel	5
3. Procedures.....	5
4. Document Information.....	7



SURBITON

HIGH SCHOOL

Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way



SURBITON

HIGH SCHOOL

- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

2. Policy Statement

In line with our School's aims and ethos, we ensure our pupils are equipped to meet the challenges of the life ahead of them. They are inspired, empowered and encouraged to make the best choices for them, and our careers programme is committed to the wider group aim of bringing out the "best in everyone". Surbiton High School is committed to providing accurate, appropriate, impartial, up to date and comprehensive careers guidance and education for all its Senior School Students (i.e. from Year 7 onwards). It seeks to encourage students to fulfil their potential.

Careers guidance and education is an important element of the way in which pupils at the School are effectively prepared for the opportunities, responsibilities, and experiences of adult life in British Society, developing in every person the values, skills and behaviours



SURBITON

HIGH SCHOOL

needed to get on in life. To this end, our pupils follow a structured Careers Programme, which is appropriate to the age and maturity of the pupils as they progress through the School.

The Careers Guidance programme is delivered according to the procedures set out below via assemblies, curriculum lessons, work experience programmes, external speakers, individual guidance interviews, career psychometric testing and careers evenings. The programme is designed to enable students to:

- develop self-knowledge in order to identify their strengths, weaknesses, values, and interests and relate these to the world of work and education
- gain information about the broad range of training, education, and job opportunities beyond school
- understand what the particular subject and/or experience requirements are for particular career paths
- make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses
- develop and practise CV, job application and interview skills, among other transition skills
- learn about different careers and opportunities, obtain individual guidance, and have some work experience
- draw on the career experiences of the wider school community including staff, parents, and past pupils of the school
- challenge stereotypes that can and do exist surrounding career and education options to ensure that students, regardless of background, consider the widest range of career.

Ultimately, the programme allows students to make informed choices about a broad range of career options by providing impartial guidance and education, thereby helping them to fulfil their potential and their particular goals.

The programme is underpinned by careers best practice and theory such as Law's DOTS framework, which seeks to develop self-awareness, opportunity awareness, transition, and decision-making skills. This framework is particularly used to ensure the programme is progressive so that these skills are built year on year in a logical way as girls progress up the school.

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties in line with our statement on the Provision of Information and should be read in conjunction with the following documents:

- School Aims and Ethos
- Curriculum Policy
- PSHE Policy and Schemes of Work
- Equal Opportunities Policy



SURBITON

HIGH SCHOOL

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

This policy applies to all members of our Senior School community.

This document is reviewed annually by Terry McDermott (Director of Careers and Guidance) or as events or legislation change requires. The next scheduled date for review is October 2025.

2. Key Personnel

The school employs a full-time Director of Careers and Guidance (Mr T McDermott), located in the Main Building. We also employ an Assistant Director of Careers and a Careers Officer who are located in the Careers Library in the Sixth Form Centre.

3. Procedures

In the Senior School, the core Careers Guidance Programme is delivered through year and tutor groups by the Careers Department staff and form tutors as an integrated part of the PSHE programme.

Topics covered in this programme include types of careers; labour market information and trends; guidance on appropriate choices of curricular and extra-curricular activities; development of transition skills such as CV writing, personal statement writing and interview skills. Details of the Careers Guidance element of the PSHE schemes of work for each year group are held by the Assistant Principal (Pupil Development and well-being) and are also set out for students and parents in the year group brochures/booklets and on the school website here:

<https://www.surbitonhigh.com/welcome-from-the-director/beyond-shs/>

<https://www.surbitonhigh.com/senior/careers-progression/>

Careers guidance information is stored in both the Main School Library and the Careers Room in the Sixth Form Centre.

This core Careers Guidance Programme is supported via individual psychometric testing (the Morrisby Profile), at least 2 compulsory career guidance interviews, compulsory work experience, career fairs and a programme of external speakers and workshops during lunchtimes and evenings.



SURBITON

HIGH SCHOOL

Individual career and higher education interviews are conducted by the Director of Careers, Assistant Director of Careers, Careers Officer and QCG qualified external interviewers with all Year 11 and 12 students. Students receive a full write-up of this interview, and an action plan sent to them via email. Year 9 students are seen for group career interviews in the first half of the year to support GCSE option choices as well as broader career planning. Students and parents also see Careers Department staff for advice and guidance on an ad hoc basis.

Year 11 students also have a one-to-one meeting with either the Director of Sixth Form, the Director of Careers or Head of Year 12/13 to guide their decisions on A-level choices.

Work Experience Opportunities are encouraged from Year 11 onwards and form part of a whole-school programme led by the Assistant Director of Careers during the Summer Term.

Any Work Experience placements are arranged in accordance with United Learning's Health and Safety procedures, as described on page 114 of the Group Health and Safety policy. A more detailed breakdown of specific activities provided by the Careers Department can be seen on the School's website at:

[Careers & Progression | Senior School Surrey | Surbiton High School](#)
[Beyond Surbiton High School | Private School Surrey | Surbiton High School](#)



SURBITON

HIGH SCHOOL

4. Document Information

Version Number	6
Reason for Version Change	Annual review
Name of owner/author	Terry McDermott
Name of individual/department responsible	Terry McDermott (Director of Careers and Guidance)
Target Audience	Public
Date issued	4 th November 2024
Where available	School website, MIS
Review Date	October 2025