



# Loughborough Grammar School

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Policy Title: Careers Policy

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Approved By: LGS Board

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Point of Contact (Reviewers): TBE (Deputy Head Pastoral) and NIB (Head of PSHE)

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## **1. Introduction and Aims**

Loughborough Grammar School offers a careers curriculum designed to prepare boys to become informed, employable, and world-ready citizens. This curriculum is integrated into a broader program that supports personal development, helping students adapt to a changing labour market and pursue their individual potential and interests while enhancing their skills and expertise.

As part of the LGS Learner initiative, boys are encouraged to be independent learners and take responsibility for their career planning by using available resources and seeking guidance from staff. Every teacher acts as a careers mentor, leveraging their experience and network contacts. Alongside parents and family friends, teachers serve as role models, demonstrating professionalism and expertise.

This policy document outlines the provision for individualised, relevant, objective, and impartial career information and guidance (CIAG), which all pupils are entitled to.

## **2. National Guidance and Best Practice**

This policy is informed by:

Independent School Inspectorate Framework:

Pupils receiving secondary education, access to accurate, up-to-date careers guidance that:

- Is presented in an impartial manner
- Enables them to make informed choices about a broad range of career options
- Helps to encourage them to fulfil their potential

And the eight Gatsby Benchmarks of a good careers programme:

1. 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

## **3. Supporting policies and documents**

- Curriculum Policy
- PSHE and RSE Policy
- Department Schemes of Work and Resources
- Visitors Policy
- Child Protection and Safeguarding Policy

- Professional Development Programme

## **4. Leadership and Staffing**

### **4.1 Director of Personal Development and Assistant Director of Personal Development**

The Directors of Personal Development, working closely with the Deputy Head (Pastoral), are responsible for leading the delivery of the KS3 and KS4 personal development curriculum and activities which includes PSHE careers lessons, Form Time activities and facilitating KS3 career assessments.

### **4.2 Director of Future Pathways**

The Director of Future Pathways is responsible for supporting boys Post-16 options and works closely with the school's leaders, academic and pastoral staff to achieve this aim.

Specifically, the Director of Future Pathways and Head of Medics will co-ordinate advice and applications to national and international universities and post-18 courses (including degree apprenticeships) and pathways.

### **4.3 External and Independent Specialists**

To ensure that the boys have access to independent career advice and guidance, when appropriate, the school will employ external specialists and invite experts in specific professions and careers to work with the boys.

### **4.4 Form Tutor, Head of Year and Heads of Section.**

The Form Tutor and Heads of Year ensure each pupil is known individually, regularly discussing career and future aspirations, and helping them access specialist and independent support as needed. They also delivery elements of the career curriculum and will support career related applications as appropriate.

Boys can seek targeted academic advice from Heads of Department, Heads of Section or Senior Leadership. For career guidance outside the curriculum, boys in Years 6-10 should first speak to their Form Tutor, who will coordinate the necessary support.

In Years 11-13 boys can contact the Director of Futures directly for support.

### **4.5 PSHE Teachers**

PSHE teachers deliver career CIAG as outlined in the PSHE Policy and Scheme of Work, which is informed by external independent bodies for example the PSHE Associated, Morrisby and/or the Career Development Institute.

#### **4.6 Staff Continued Professional Development**

Teaching and non-teaching staff are encouraged to engage in CPD activities related to careers guidance and provision and updates are delivered regularly through staff meeting. It is expected that new Sixth Form Tutors engage with Post 18 pathway CPD, which is facilitated by the Director of Future Pathways, an experienced colleague or external body.

### **5. Careers Curriculum Outline (indicative)**

#### **5.1 Years 6 and 7**

Introductory talk to Year 6-7 pupils regarding careers.

Opportunities to complete self-assessment activities to support the boy's meta-cognition and self-efficacy. Activities are designed to help boys develop their strengths, make informed subject choices about their co-curricular activities and academic subjects and introduce career pathways. Activities include, but are not limited to:

- [ICould Buzz Questionnaire](#)
- [Morrisby](#)
- [Unifrog Profile Development](#)

#### **5.2 Year 8**

In Year 8, boys continue to develop their Unifrog Profile and activities in PSHE help support 'world ready' skills such as study skills and organisation. Boys and parents are invited to attend a Year 9 option choice evening which will provide guidance about different Post-16 and Post-18 pathways as appropriate.

#### **5.3 Year 9**

In Year 9 continue to build their Unifrog profiles and there is also a focused careers module within the PSHE Curriculum. Within this 4-week module, boys are taught how to develop understanding skills related to career pathways, interview presentations, key career skills and personal development.

#### **5.4 Year 10 and Year 11**

In Years 10 and 11 boys continue to build their Unifrog profiles and there is also a focused careers module within the PSHE Curriculum.

At the start of Year 11, boys complete an online assessment (e.g. Morrisby) which sets out to 'guide students to find their ideal pathway'. After pupils have completed the

assessment, they are invited to attend a one-to-one meeting with an independent careers advisor to discuss their results and explore different career pathways.

### **5.5 Year 12 and Year 13**

#### **Professional Development Programme (The PDP)**

All boys in the Sixth Form have the opportunities of defining their own Professional Development Programme and are invited to lectures on subject matter related to careers, including networking and staying safe in the workplace.

There are opportunities in place for boys to volunteer in professional (e.g. schools) and workplace environments (e.g. charity shops) as part of the PDP programme.

See the PDP documentation for more information.

In Year 13 a PSHE module focused on Life after LGS is delivered which references future pathways. In addition, there is post UCAS application, post UCAS offers and post A Level results CIAG available for all boys.

## **6. Careers Information and Guidance Enrichment Opportunities**

### **6.1 Careers in the Curriculum**

Heads of Department are encouraged to link the lessons and curriculum areas to skills linking to careers and the types of opportunities within their subjects. For example, when teaching about photosynthesis, a Biology lesson might explore related career opportunities (Foresters, Farmers, Agronomists or Plant Biologists).

### **6.2 Personal Development Assemblies**

Careers and pathway themes are regularly reference within Sectional and Head of Year assemblies.

- Middle School: Year 8 and Year 9
- Upper School: Year 10 and Year 11
- Sixth Form: Year 12 and Year 13

### **6.3 Options Information Evenings (Year 8 and Year 9)**

The evenings are for both parents and pupils to help boys make informed choices about their KS3 to KS5 options. Information about higher Education career pathways is disseminated during the evening.

### **6.4 Unifrog**

All boys are given an Unifrog account from which they can evidence key skills. Within the Unifrog platform, boys can access independent information and tools that can support career information. Tools include, personality profile, interests, careers library, super-calicular subject library, UK university, Oxbridge and apprenticeships and degree partnership tools.

#### **6.5 Option and Parents Evenings**

Option and Parents' Evening takes place in person and online and provide the opportunity for parents to discuss with SLT, subject staff, Form Tutors, the suitability of subject choices and career pathways.

#### **6.6 Career Library**

Careers resources are available in the School's library and boys can access online career resources (inc. Unifrog). Heads of Department are encouraged to display subject related career information within their departments and support the development of a relevant and up to date subject career library.

#### **6.7 LGS Webinars and Seminars**

Over the academic year the School hosts target PSHE (including careers) and Future Pathway seminars, which parents and boys are invited to attend.

#### **6.8 Life Beyond LGS Newsletters**

The Director of Future Pathways produced a 'Beyond LGS' Newsletter for parents and pupils, which promotes awareness of career and pathway opportunities.

#### **6.9 Career Events**

External speakers are invited to speak to boys about specific careers and pathways.

The School regularly hosts career events to raise awareness of career pathways and current in the labour market. These may include Career Dinners, Career Fairs, Interview Skills Career Webinars, Career Lunches and Take Your Son to Work Day (KS3).

#### **6.10 Work Experience**

The School doesn't have a specific policy on work experience and does not organise work experience or is involved in checking the safety of placement that parents and boys arrange. However, the school is supportive of pupils who want to organise and apply for work experience on an individual basis and can offer advice and guidance

on how parents can ensure adequate safeguarding and Health and Safety measures are in place.

All work experience placements are undertaken at parents' own risk; the School does not supervise work experience placements, nor advise parents as to the suitability or safety standards of placements, employers or organisations.

#### **6.11 Parent Involvement**

The School is committed to working with parents as part of the Careers programme and will be invited to appropriate events and activities. Parents are also welcome to offer their support of the Careers programme, through keynote speeches and mentorship (subject to appropriate checks and vetting).

#### **6.12 Alumni and Development**

Alumni are encouraged to contribute to the School's career programme and invited to contact the school if they can offer support and mentoring (subject to appropriate checks and vetting).