

Careers Programme 2025–2026

Inspiring every student to explore, aspire and achieve

KEY STAGE 3

KEY STAGE 4

KEY STAGE 5

GATSBY BENCHMARKS

At Swakeleys School for Girls we believe every student deserves outstanding careers education. Our programme is mapped to the **8 Gatsby Benchmarks** and delivers a rich blend of employer encounters, work experience, talks, workshops, visits and curriculum guidance — across all year groups, every term.

Gatsby Benchmark Key

1 — A stable careers programme

2 — Learning from career & labour market information

3 — Addressing the needs of each pupil

4 — Linking curriculum learning to careers

5 — Encounters with employers & employees

6 — Experiences of workplaces

7 — Encounters with further & higher education

8 — Personal guidance

Key Stage 3 & 4 — Years 7 to 11

7

Year 7

Introduction to careers, team-building & community roles

AUTUMN TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Year 7 Team Building / Character & Culture Day **1–3**

SPRING TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Careers Focus Fortnight (January) **1–7**
- Careers Fair **3–6**
- Tutor time / PSHCE lessons **3,5,6**
- Voice in a Million — Wembley (experiences of work) **3,5,6**
- Student Welfare Duty **3,5,6**

SUMMER TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Brilliant Club **3,4,5,6,7**
- Careers talks & STEM Careers Visit — ‘Virus Factory’ **4,5,6,7**
- School Reception Duty **3,5,6**

8

Year 8

Exploring pathways, languages & employer workshops

AUTUMN TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Mental Health Ambassador Training **3,4**
- Assembly on importance of choosing Languages **4,5,6**
- Harry Potter World Trip — Creative Industry Careers (set design & special effects) **4,5,6**

SPRING TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Careers Focus Fortnight — Careers Fair **2–5,7**
- Taster lessons & Options Assembly — pathways **1,3,4**
- Amazon THINK BIG Workshop (full cohort) **3,4,5,6**
- Voice in a Million — Wembley **3,4,5,6**
- 1-1 appointments with Careers Adviser **8**

SUMMER TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Brilliant Club **3,4,5,6,7**

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Year 9

Law, STEM, Media & Geography careers encounters

AUTUMN TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Law & Debating Workshop — Houses of Parliament Trip **2,3,4,5,6**
- STEM Taster Day — Brunel **4,7**
- Brilliant Club & Target Mars Trip (Brunel) **4,7**
- Assembly — Global Academy (PALs) **7**

SPRING TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Careers Focus Fortnight — Careers Fair **1–5,7**
- Hospitality Careers Talk & Careers in Geography **3,4,5**
- Museum of the Brands Trip & Sky Academy Trip **3,4,5,7**
- BOSCHE Trip — Careers in Engineering & Sustainability **3,4,5**
- Think BIG Coding Tournament (virtual) with careers insight **3,4,5**
- Careers in Media — Global Academy **3,4,5,7**

SUMMER TERM

- Padlet careers newsletter & Job of the Week **1–3**

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Year 10

Work experience, engineering & sector insight workshops

AUTUMN TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Life Skills Assembly & Transferable Skills of WEX **2,3,4,5**
- Movie Maths Workshop @ Harry Potter World **3,4,5,6**
- Brilliant Club **3,4,5,6,7**
- Mental Health Ambassador Training (MHST) **3,5**

SPRING TERM

- Careers Focus Fortnight — Careers Fair & PSHCE **1–3**
- SEND Trip to Uxbridge College **7,8**
- Hospitality Careers Talk & Careers in Geography **3,4,5,6**
- Insight workshops: Sport, Construction, PA's, Banking & STEM **1–5,7**
- BOSCHE Trip — Careers in Engineering & Sustainability **1–6,8**
- Women in Engineering Trip **3,4,5**
- Virtual WEX via Springpod, Speakers for Schools & UpskillMe **1–5,7**

SUMMER TERM

- Padlet careers newsletter & Job of the Week **1–3**
- **1-week Work Shadowing** — learning about the world of work **1–6,8**
- QPR WEX debrief — transferable skills reflection **2–6**

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Year 11

Post-16 pathways, mock interviews & work experience

AUTUMN TERM

- Padlet careers newsletter & Job of the Week **1–3**
- Assembly — Global Academy (PALs) **1,3,7**
- Uxbridge College Assembly (PALs) **1,3,7**
- AIM London Assembly (PALs) **1,3,7**
- Post-16 Evening **2,4,5**

SPRING TERM

- 2-week Careers Focus — Careers Fair (January) **1–3**
- IAG Sessions & 1-1 Mock Interview Day **1–5,6,7**
- Insight workshops: Sport, Construction, PA's, Banking, STEM **2,3,4,5,6**
- 6th Form Taster Sessions **2,3,4,5,6**
- SEND Trip to Uxbridge College **2,3,4,5,6**
- QPR Work Experience **1–6,8**

SUMMER TERM

- Padlet careers newsletter & Job of the Week **1–3**

Key Stage 5 — Sixth Form (Years 12 & 13)

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Year 12

University outreach, Oxbridge preparation & work experience

AUTUMN TERM

- Parental Information Webinar — Sixth Form Journey **8,3**
- Promotion of University outreach schemes **7**
- Online student noticeboard — WEX, insight days, university tasters **2,3**
- Workshop — Applying to Oxbridge (University of Cambridge) **6,8**
- Alumni Assemblies **4,5**

SPRING TERM

- Interview skills & networking — Kathleen Saxton (CMQ, Omnicom) **5,8**
- Long-term Options Assembly (UCAS, Apprenticeships, Gap Years) **3,8**
- PSHCE: Applying to University, Apprenticeships, Employability **2,3,8**
- Follow-up Oxbridge super-curricular workshop (Cambridge) **7**
- Visit to St Anne's Oxford & University Fairs **7**
- Alumni Assemblies & Online noticeboard **4,5**

SUMMER TERM

- Authorised leave for University visits & taster days **7**
- Promotion of University summer schools **7**
- **Futures Day** — UCAS form, interview skills, apprenticeships, personal statements, CVs, Alumni Q&A, Uptree (business, finance & law), medicine workshop **1–3,5,7,8**
- Parent Webinar — supporting students with future options **3,8**
- **1-week Work Experience Programme** **5,6**

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Year 13

Applications, interviews, finance & university decisions

AUTUMN TERM

- PSHCE — University applications & personal statements **3,8**
- Individual tutorials — future options for each student **3,8**
- Oxbridge / Med / Vet / Dent interview workshops (external advisors) **3,7,8**
- Apprenticeship Workshop — how to search & apply **2,8**
- Interview workshop & mock interviews **3,8**
- Alumni Assemblies & Online opportunities noticeboard **4,5**
- 1-to-1 Careers appointments (non-university applicants) **3,8**

SPRING TERM

- 2nd Apprenticeship Skills Workshop — selection, interviews & tests **2,3,8**
- Student Finance information (external providers in PSHCE) **3,7**
- Assembly — How to choose from offers & when to reply **8**
- Follow-up careers appointments (non-university applicants) **3,8**
- Alumni Assemblies & Online opportunities noticeboard **4,5**

SUMMER TERM

- Assembly on UCAS Clearing & Adjustment **3,8**