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CEIAG Case Study: City of London School for Girls, London

## The School

City of London School for Girls is an independent day school for pupils aged 7-18 nestled in the heart of the Barbican. The school is split into four sections: the Prep (Years 3 to 6), the Lower School (Years 7 and 8), the Senior School (Years 9, 10 and 11) and the Sixth Form (Years 12 and 13). The school currently has 808 pupils on roll from a variety of areas and backgrounds across Greater London and beyond.

The school opened in 1894 following a generous donation from William Ward, who was determined to transform the lives of young women through education. Upon its opening in Carmelite Street, the school had 53 girls on the register. Over 125 years and a move to the Barbican later, a lot has changed!

The school creates an environment of inspirational learning, engages in exciting partnerships, encourages self-reflection and relies on its core values of respect, responsibility and resourcefulness to produce a generation of pioneering, engaged and thoughtful young people. This is reflected in the school's mission statement: "*aiming for excellence in education and the development of young women*". The school focuses on preparing its students for the future with "*forward-thinking*" and "*highly effective*" careers guidance<sup>1</sup> to prepare the students to be the leaders of tomorrow.

## Career Education, Information, Advice and Guidance (CEIAG)

The Careers Department at the school provides Careers Education and Guidance throughout the school to support each student's preparation for working life. It works actively to develop the students' knowledge and experience of opportunities in education, training, and employment, so that they can make informed decisions regarding their futures and better understand the links between the academic curriculum and certain careers.

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<sup>1</sup> Most recent ISI inspection report 2015.

The CEIAG team includes Eleanor Perkins, the Head of Careers and Higher Education, who works closely with the Senior Manager responsible for CEIAG (the Headmistress, Jenny Brown) and the appointed CEIAG Governor link.

The Head of Careers oversees a team of seven Careers administrators and advisors. The department works with Form Tutors, Heads of Year and Heads of Department to ensure that the whole school has a deep commitment to pupils' careers. It also works with the Careers Committee formed of Year 12 Girls which offers them the opportunity to gain first-hand experience in events planning and organisation regarding careers events for both students and parents. The department provides specialised advice and strives to provide an environment where all members of the school community can develop into happy, balanced and resilient individuals with a strong social conscience who are deeply excited about their futures.

CLSG has held the Investor in Careers Award since 2002. Since March 2017, all Careers awards follow a national set of accreditation criteria – [The Quality in Careers Standard](#) – which has replaced the earlier Investor in Careers Award. This recognises that, in order to achieve the full Quality in Careers Standard, a school needs to be meeting and superseding the Gatsby Benchmarks. CLSG was awarded the Quality in Careers Standard in September 2021 by the Careers South West licensed awarding body and structures its approach around the eight Gatsby Benchmarks.

### **Careers Programme**

The Careers programme is designed to allow students a broad education and exposure to as many different careers areas as possible. All students and parents have access to Unifrog where they can research all qualifications and opportunities, sign up to webinars about careers, pathways and application processes as well as keep a record of all their Careers work whilst at CLSG. Throughout their time at school their tutors direct them to and work with them on Unifrog. The Careers course is delivered through PSCHE, assemblies and one-off events with admissions tutors and other external speakers invited into school. The department runs a biennial Careers Convention held for Year 9 and above, at which girls are able to speak to employers from a wide range of careers and network for work experience opportunities.

### **Sixth Form**

In the Sixth Form, girls are closely supported with the whole process of application preparation in Year 12 through to acceptance of an offer/place in Year 13. There is a Higher Education Evening for parents and pupils in Year 12 during which the Higher Education programme is launched and admissions tutors from a large number of extremely

distinguished institutions visit the school to answer queries and provide advice. In Year 12, one-to-one meetings with a member of the Careers Team are also organised. The school runs Enrichment classes from Year 12 and hosts a UCAS morning during which girls are helped to begin their UCAS forms and personal statements. In Year 13 there is a full package of mock interview support organised by Careers Department in conjunction with appropriately trained volunteers from local industry as well as long running partnerships with alumni and specialists in Oxbridge style questioning.

The school offers a tailored package of support for students planning to study Medicine through weekly MEDSOC meetings through Year 12 and 13. It provides specialist advice for these students regarding work experience and university choices, as well as working with the Medic Portal and FastTrack Medical to provide UCAT and BMAT preparation courses and an MMI workshop. There is a specialised US counsellor for students planning to study in America, and the school runs preparation courses for the SAT test in Year 12 following a boot camp in Summer after GCSE.

The Careers Department organises half-termly 'Life after City' talks, with three external speakers, from Year 9 through to Year 13 to prepare students in all regards for higher education and the full range of career pathway options at 18+.

### Lower and Senior School

All year 11 girls are encouraged to undertake work experience following their GCSEs and the Careers Department offers feedback and assistance with the creation of CVs and cover letters for this purpose.

In Year 10 the students take part in 'City Girls in the City' and are given a selection of programmes to choose from to learn more about different jobs including Banking, Law, Publishing, Technology and Architecture. Year 10 students are also taken on a trip to Queen Mary University of London to get a sense of what a campus, non-Oxbridge university is like.

In Year 9, students take part in 'City Girls in the Arts' and participate in a film day, during which they produce their own films and find out more about Careers in the Arts. The students take an interest-based questionnaire with the careers research programme 'Fast Tomato' in their PSCHE lessons in order to identify potential career areas that might interest them.

In Year 8, students take part in 'Take your daughters to work day' and 'City Girls in Science Day' which involves going on trips to workplaces specialising in STEM subjects to learn more about STEM related careers.

In Year 7, students participate in the 'Real Game' which allows them to experience adult life through an interactive computer- simulated programme. The Physics department also runs an Engineering Day to introduce students to the excitements, problems and challenges faced by engineers.

This is a generalised Careers programme offered at City:

Year Group	
Year 7	Engineering Day The Real Game MACE Building Futures Access to Independent Careers Advice with Prospects Access to Head and Assistant Head of Careers Access to US Counsellor Jennie Sutton Unifrog account for logging of all Careers Work
Year 8	City Girls in Science Day Take Your Daughter to Work Day Access to Independent Careers Advice with Prospects Access to Head and Assistant Head of Careers Access to US Counsellor Jennie Sutton Unifrog account for logging of all Careers Work
Year 9	Life After City Speakers City Girls in the Arts Biennial Careers convention Support with GCSE Options Fast Tomato Scheduled Independent Careers Advice with Prospects Access to Head and Assistant Head of Careers Access to US Counsellor Jennie Sutton Unifrog account for logging of all Careers Work
Year 10	Life After City Speakers City Girls in the City QMUL Trip Biennial Careers convention Access to Independent Careers Advice with Prospects Biennial International Universities Evening Access to Head and Assistant Head of Careers Access to US Counsellor Jennie Sutton Unifrog account for logging of all Careers Work
Year 11	Life After City Speakers CV and Cover letter workshop Support with organisation of work experience Biennial Careers convention Access to Independent Careers Advice with Prospects Universities Evening University Lectures

	Access to Head and Assistant Head of Careers SAT boot camp Access to US Counsellor Jennie Sutton Unifrog account for logging of all Careers Work
Year 12	Life After City Speakers UCAS talks and application support HE Evening Oxbridge teas Biennial Careers convention Access to Independent Careers Advice with Prospects UCAS Day Pathways to success trip to Cambridge Biennial International Universities Evening University Lectures Access to Head and Assistant Head of Careers One-to-one meetings with a member of the Careers Team SAT class Access to US Counsellor Jennie Sutton MEDSOC Law Prep BMAT/ UCAT/ LNAT preparation courses Unifrog account for logging of all Careers Work
Year 13	Life After City Speakers covering career pathways Finance at University talk UCAS support Interview skills programme Mock interviews Biennial Careers convention Access to Independent Careers Advice with Prospects Biennial International Universities Evening University Lectures Access to Head and Assistant Head of Careers SAT/ACT class option Access to US Counsellor Jennie Sutton MEDSOC LNAT Unifrog account for logging of all Careers Work

### CEIAG Evaluation

The school constantly monitors its careers programmes. After most careers events, surveys are sent out providing the students with the opportunity to offer feedback on what they learnt, enjoyed and would change. The Head of Careers evaluates the responses and implements the feedback going forward. She then reports on the progress of the CEIAG programme to the Senior Management Team.

The Year 12 Careers Committee works with the department and provide their ideas and opinions on the programme, contributing a student voice in the ongoing development of CEIAG provision.

Parental engagement and feedback on the programme is also welcomed. The school's success rates with getting students into their first-choice institutions, courses and schemes are testament to the success of the CEIAG programme.

### **CEIAG Quality Assurance**

CLSG has held the previously named Investor in Careers Award since 2002 and was awarded the national Quality in Careers Standard in September 2021 by the Careers South West licensed awarding body.

Comments from the assessor included:

- *There is a clear strategic vision, commitment and effective management of the careers programme within City of London School for Girls led by the Head Teacher and Governing Body for the benefit of their students.*
- *There is a highly qualified Head of Careers who is providing a wide range of opportunities for the students.*
- *There are excellent examples of highly effective partnership working to provide a range of learning opportunities for their students including Life After City talks, City Girls in the City, City Girls in the Arts, City Girls in Science, Queen Elizabeth Prize for Engineering, work experience.*

#### **CONTACT DETAILS:**

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