



KING'S COLLEGE SCHOOL
MURCIA

Careers Policy

King's College School Murcia (*KCM*) is committed to providing an excellent careers provision, through aspirational experiences and interactions alongside accurate information and expects all staff, volunteers, students and visitors to share this information.

This policy is underpinned by the KCM ethos of nurturing individuality, talent and confidence in all our students.

Through our extensive and inclusive careers education, information, advice and guidance (*CEIAG*) students are ready for their aspirational next steps and career choice with confidence, resilience and an awareness of the fast-changing labour market.

Statutory Duties

Sixth form students are provided with careers guidance material and a wide range of up-to-date reference material relating to careers education and career opportunities (*Section 45 of the 1997 Education Act*). Material is provided in the format of our Careers (*experiences and information*) Canvas course, Unifrog website, university representatives and alumni speakers, one-to-one support with application forms, personal statements, motivational letters, entrance exams, interview technique and next steps planning sessions for a range of different countries.

Through PSHE and PE lessons (*Y12*) and Theory of Knowledge lessons (*Y13*), students receive a balanced and broad-based curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares them for opportunities, responsibilities and experiences of later life (*The 2002 Education Act Schools*).

Ensuring we deliver a careers policy that reflects; promoting equality of opportunity, fostering good relations across all people, eliminating harassment and discriminatory practices and supporting students with protected characteristics (*2010 Equality Act*).

All 16- to 18-year-olds have access to careers guidance (*DfE, 2018*).

Our full careers programme can be accessed by the Inspired CEO of Spain, staff, parents/guardians, students and training/education providers and other external parties on the King's College School Murcia Canvas course (*Statutory Guidance, 2018*).

Our Careers Lead is Dr Jennifer O'Brien.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Learner Entitlement

Every KCM student is entitled to high-quality career education and guidance as a key part of their overall education. We ensure the provision is aligned to Gatsby Benchmarks and is appropriate for their school year. The Careers Lead works closely with the Technical Director, SENDCo, Head of Secondary and Pastoral Leads to ensure students with additional needs get the careers support they require. The Careers Lead and Pastoral leads work closely to ensure vulnerable children are provided with the correct level of careers information and support based on their individual needs.

Our careers programme is orientated around the Gatsby Benchmarks - this is what good career education, information, advice and guidance is recognised as.

Gatsby Benchmark	King's College School, Murcia provision
1. A stable careers programme	<p>The careers programme is signed off by the Inspired CEO of Spain, Headteacher and SLT with the Careers Lead responsible for it on a day-to-day basis. It is accessible on Canvas for all. There are also subsections specific to students, parents, teachers and career partners, this is to further ensure the understanding of those parties. The policy can be found on the school website.</p> <p>The programme will be rolled out/refreshed at the beginning of each academic year and evaluated with feedback from pupils, parents, teachers and employers at the end of each academic year.</p>
2. Learning from career and labour market information	<p>Year 7-13 can access career path information through: Unifrog sessions, King's College School Murcia Career Canvas course, and career sessions (<i>internal and external</i>).</p> <p>Years 7-13 learn about Labour Market Information (<i>LMI</i>) through career assemblies, regular career emails to students, career planning sessions, Unifrog and King's College School Murcia Canvas Course, where there is a section dedicated to LMI.</p> <p>Parents/guardians are made aware of LMI regularly through the weekly newsletter.</p>
3. Addressing the needs of each student	Naturally and culturally as a school we encourage

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

	<p>each unique student to have high aspirations. This is reiterated through informal discussions in the classroom, stretch (<i>as well as safe and secure</i>) post-16 and post-18 application decisions. We also arrange industry leaders for our assembly talks who are aspirational.</p> <p>We challenge stereotypes informally with regular debates and conversations with our students, providing encouraging material. We link them to inperson and virtual events that try to 'break the mold' of an industry as well as organise structured Unifrog sessions. Our guest speakers are always carefully selected to ensure they cater for the needs of our students.</p> <p>Career session records are captured on Unifrog and each student has access to their own Unifrog account.</p>
<p>4. Linking curriculum learning to careers</p>	<p>Focused time is allocated to careers during PSHE lessons (Y7-12) and Theory of Knowledge lessons (Y13). Guest speakers and career assemblies are also dedicated to focusing on students' next steps and careers.</p> <p>Careers are linked to classroom learning, extra and super curricular clubs/lessons. There are also societies for students to join, such as aspiring Oxbridge candidates, and subject-specific clubs in Y11 and Y13.</p> <p>Varying career types are also listed on the KCM Careers Canvas Course (<i>career ideas</i>).</p> <p>In each subject, not just STEM, students are coached and reminded how the subjects relate to the world of work. This is also reflected in the trips we organise.</p>
<p>5. Encounters with employers and employees</p>	<p>Students have multiple encounters with employers</p>

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

	<p>and employees.</p> <p>Guest speakers, online and virtual career webinars are listed on the Career Canvas course and the Unifrog webpage, and students are encouraged to attend these. External trips also provide further exposure to the world of employment.</p> <p>The Careers Library is furnished with literature regarding applications to Medicine, as well as non-fiction books on all of the academic subjects taught in 6th form.</p> <p>Year 13 Students have the opportunity to have an additional encounter with employers at our mock interview event.</p>
<p>6. Experience of workplaces</p>	<p>Through the Careers Canvas course, we encourage students to attend career webinars. These are often an insight to the profession or industry.</p> <p>We will also support students who wish to complete work experience to gain hands-on experience from professionals.</p> <p>We also encourage students to do work experience and work around the school, holding positions of responsibility in primary school, the PE department or in marketing.</p>
<p>7. Encounters with further and higher education</p>	<p>Further education: Year 11 has a transition day to experience a 'day in Sixth Form' event.</p> <p>There is also a section on the KCM Careers Canvas Course dedicated to post-16 options.</p> <p>Higher Education: Year 12 & 13 visit UCAM in Murcia and the European University in Alicante. Students are also taken to university careers fairs (<i>UNITOUR in Murcia and SRT in Alicante and the European Universities Consortium Fair held in the</i></p>

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

	<p><i>school</i>), where they have access to multiple University institutions in one place.</p> <p>Throughout the year, we also have guests come in to present to our students, from higher education providers, such as the University of Southampton (<i>UK</i>), the University of Navarra, CUNEF and the European University (<i>Spain</i>).</p> <p>There is a section on the KCM Careers Canvas Course dedicated to post-18 options in Spain, UK, Netherlands and USA. Education providers are also welcome to our Careers Fair.</p>
<p>8. Personal guidance</p>	<p>Students and parents in Year 11 are allocated a one-to-one careers session with the Careers Lead and the Technical Director to support them in choosing their A Level subjects. The year 10 students are also seen in the Autumn Term to confirm the correct subject choices have been made.</p> <p>Students in Years 12 & 13 are offered further sessions with the Careers Lead and/or the Technical Director.</p> <p>Guidance includes information about university admissions procedures, degree options, and post-secondary pathways.</p> <p>Any student in Year 7 or above is welcome to have a careers one-to-one session. This stage is essential, as GCSE choices form the academic foundation for future A Level pathways, which ultimately shape students' university and career opportunities.</p>

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Year 7 Careers Provision

- Supported Unifrog sessions are held in PSHE lessons, topics will normally be focused around; *'Who I Am'*, *'Exploring Dream Jobs'*, *'What is a Career?'* *'What is an entrepreneur?'* *'Work/Life balance'* and *'Careers in the Future'*.
- Each student has their own Unifrog log-in, which enables them to access the platform at their convenience.
- Guest speakers are an opportunity for students to hear from a professional/alumni, typically an industry expert or somebody with an insight into the world of work. These inspirational talks are aimed to give breath to a range of industries and job types.
- Structured careers workshops in PSHE lessons once a term held by the Careers Lead.
- Access to KCM Careers Canvas Course and labour market information.
- Jigsaw programme Topics: celebrating success, identifying goals and overcoming challenges.
- Judiciary: Students can develop leadership and teamwork skills through an application to our student council as a tutor group representative.
- National Careers Week – a half-day careers extravaganza, involving external guest-led workshops and a careers fair.

Year 8 Careers Provision

- Unifrog sessions are held in PSHE lessons. Topics will normally be focused around; *'What are my Interests?'*, *'Challenges and Rewards of Work'*, *'Applying for Jobs – Superhero CVs'*, *'Creating the Life You Want – Vision Board'*, *'What Does Success Mean to Me?'* *'Careers in the Climate'*.
- Each student has their own Unifrog log-in, which enables them to access the platform at their convenience.
- Guest speakers are an opportunity for students to hear from a professional/alumni, typically an industry expert or an insight into the world of work. These inspirational talks are aimed to give breath to a range of industries and job types.
- Structured careers workshops in PSHE lessons once a term held by the Careers Lead.
- National Careers Week – a half-day careers extravaganza, involving external guest led workshops and a careers fair.
- Access to KCM Careers Canvas Course and labour market information
- Jigsaw programme Topics: celebrating success, identifying goals and overcoming challenges
- Judiciary: Students can develop leadership and teamwork skills through an application to our student council as a tutor group representative.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

Year 9 Careers Provision

- Unifrog sessions are held in PSHE lessons. Topics will normally be focused around; *'What are My Skills?', 'Main Pathways After School', 'Choosing What to Study After Year 9', 'Taking Control of Your Career Journey', 'Managing Your Money'* and *'Introduction to the Labour Market'*. Students can also use Unifrog in their own time to explore their career interests further. Each student has their own Unifrog log-in, which enables them to access the platform at their convenience.
- Guest speakers are an opportunity for students to hear from a professional/alumni, typically an industry expert or a speaker with an insight into the world of work. These inspirational talks are aimed to give breath to a range of industries and job types.
- Structured careers workshops in PSHE lessons once a term held by the Careers Lead.
- National Careers Week – a half-day careers extravaganza, involving external guest led workshops and a careers fair.
- Access to KCM Careers Canvas Course and labour market information
- Jigsaw programme Topics: celebrating success, identifying goals and overcoming challenges
- Judiciary: Students can develop leadership and teamwork skills through an application to our student council as a tutor group representative.
- The Head of Secondary sets out the option choices mid-way through Year 9. Students and parents are invited to an evening where subject leaders discuss subject options and give bespoke advice to students and future careers are discussed. This is supported by tutors and discussions take place through our pastoral one-to-one system.
- GCSE choices January – Key Events: the GCSE booklet is released, GCSE options talk from Year 12, GCSE options evening and parent consultation meetings.
- February - Key Events: initial subject preference selected; school staff support to narrow down options

Year 10 Careers Provision

- Unifrog sessions are held in PSHE lessons. Topics will normally be focused around; *'What are My Skills?', 'Main Pathways After School', 'Choosing What to Study After Year 11', 'Taking Control of Your Career Journey', 'Managing Your Money'* and *'Introduction to the Labour Market'*. Students can also use Unifrog in their own time to explore their career interests further.
- Each student has their own Unifrog log-in, which enables them to access the platform at their convenience.
- Guest speakers are an opportunity for students to hear from a professional/alumni, typically an industry expert or a speaker with an insight into the world of work. These inspirational talks are aimed to give breath to a range of industries and job types.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia

T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

- A structured careers workshop in PSHE in the Autumn Term, held by the Careers Lead, aimed at confirming subject choice in preparation for post-16 options.
- Access to KCM Careers Canvas Course and labour market information.
- Jigsaw programme Topics: celebrating success, identifying goals and overcoming challenges
- Judiciary: Students can develop leadership and teamwork skills through an application to our student council as a tutor group representative.
- National Careers Week – a dedicated careers assembly, two pre-recorded talks and a careers fair.
- Students can choose to take part in the Duke of Edinburgh's Award scheme, which helps them to develop employability skills such as communication, commitment, leadership and teamwork.
- Workshop on how to navigate AI through your career.

Year 11 Careers Provision

- Unifrog sessions are held in PSHE lessons. Topics will normally be focused around; *'What are My Employability Skills?'*, *'Exploring University Systems Through the World'*, *'Deciding on your Post-16 Pathway'*, *'Explore Volunteering and Paid Work'*, *'Jobs vs Higher Education'*, *'Is AI a Threat to Our Jobs?'*.
- Each student has their own Unifrog log-in, which enables them to access the platform at their convenience.
- Guest speakers are an opportunity for students to hear from a professional/alumni, typically an industry expert or a speaker with an insight into the world of work. These inspirational talks are aimed to give breath to a range of industries and job types.
- A structured careers workshop in PSHE lesson in the Autumn Term, held by the Careers Lead, aimed at post-16 options preparation.
- National Careers Week – a dedicated careers assembly, two pre-recorded talks and a careers fair from the European Universities Consortium.
- Access to KCM Careers Canvas Course and labour market information.
- Jigsaw programme Topics: celebrating success, identifying goals and overcoming challenges.
- Judiciary: Students can develop leadership and teamwork skills through an application to our student council as a tutor group representative.
- Students can choose to take part in the Duke of Edinburgh's Award scheme, which helps them to develop employability skills such as communication, commitment, leadership and teamwork.
- Students and parents are invited to an 'Introduction to the 6th Form' evening, which gives an insight into the option choice programme for Sixth Form. Information is given about different A Level and PCE subjects choices and students and parents have the

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia

T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

option to discuss subject choices with Subject Leaders. The Head of Sixth, alongside the Technical Director are also available to look at subject groupings and future career pathways. Information is presented on general guidelines to enter university in Spain, UK, and other popular destinations during the evening.

- Options choices at A-Level are led by the Head of 6th Form with input from the Assistant Head of 6th Form, Technical Director, Head of Secondary and Year 11 tutor team.
- Students and parents discuss future pathways in their one-to-one meetings with the Careers Lead (*Head of 6th Form*) and/or the Technical Director.

Year 12 Careers Provision

- Unifrog sessions are held in PSHE lessons, topics will normally be focused around; *'How to Network and be Enterprising'*, *'Balancing Your Wellbeing'*, *'What Makes Your Company Good to Work For'*.
- Students can also use Unifrog in their own time to explore their career interests further.
- Attending assemblies with guest speakers who cover a breadth of roles and industries, enabling students to be inspired and motivated by the external guests.
- Access to KCM Careers Canvas Course and labour market information.
- Students visit the university campus of UCAM in Murcia, the European University in Valencia, the Politécnica in Cartagena and Miguel Hernández in Elche (*Alicante*).
- Students are taken to university careers fairs (*UNITOUR in Murcia and SRT in Alicante*), where they have access to multiple University institutions in one place, where they can discuss career options with different universities, apprenticeship options and various employers.
- Throughout the year, we also have guests come in to present to our students, from higher education providers, such as the University of Southampton (*UK*), the University of Navarra, CUNEF, Universidad Nebrija and the European University (*Spain*).
- Students are offered assistance with entry into US universities through Arete, a partner company specialising in US university applications that offers SAT courses and workshops to help students write their college applications.
- National Careers Week – a dedicated careers assembly, two pre-recorded talks and a careers fair from the European Universities Consortium.
- Students are encouraged to enlist for the career experiences and opportunities listed on the King's College School Murcia Careers Canvas Course (*e.g. University open days, Unifrog webinars and virtual careers fairs*).
- Volunteering posts are available throughout the school through the prefect system organising key events throughout the year (*e.g. Bonding Day, Halloween, Christmas Fair*).
- Students have access to the 'King's College Murcia Sixth Form Wider Reading and Discovery Lists for A-Level Subjects', which encourages students to undertake

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

super-curricular work related to future career interests and helps students to strive for ambitious future applications at top universities (*e.g. How to apply to study Medicine*).

- Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
- Students are encouraged to enter university essay competitions.
- There is a dedicated Sixth Form team to support students with all post-18 options, not just limited to UCAS and Spanish applications, but includes USA and Europe. Each student will have support tailored to their application from the Careers Lead, Technical Director, form tutor and the Sixth Form team. This is led by the Head of Sixth Form in conjunction with the Technical Director.
- Support with aptitude and pre-admissions tests.
- University information evening for Year 12 parents, led by the Head of Sixth Form.
- The PSHE curriculum for Year 12 includes lessons on life at university, including on finances. They continue to use Unifrog, often more independently and conduct research on university pathways and future career options.
- Sixth Form students are encouraged to undertake volunteering and work experience to support their post-18 applications. Volunteering opportunities are widespread within our primary school or in administration, with students also having the opportunity to assist with/lead lunchtime clubs, supervise PE prep sessions, lead their own societies to gain leadership skills or join the marketing team to gain experience.
- Students have the opportunity to take part in the Student Leadership Council through democratic elections of Head Boy, Head Girl and Deputies, along with prefect roles.
- Careers Lead to deliver a presentation on 'what makes a winning personal statement'.

Year 13 Careers Provision

- Unifrog in PSHE lessons. Topics include: '*Personal Branding*', '*The Basics of In-Person and Online Interviews*', '*Confidently Managing Transitions*', '*Preparing for an Employer Assessment Day*', '*Working Freelance and Being Self-Employed*', '*Should All Employers Adopt a Four Day Week?*'.
- Unifrog access in own time.
- Interview preparation and practice session for Oxbridge and early entry applicants.
- Support with personal statements from the Head and Assistant Head of Sixth Form.
- Students visit the university campus of UCAM in Murcia, the European University in Valencia, the Polit cnica in Cartagena and Miguel Hern ndez in Elche (*Alicante*).
- Throughout the year we also have guests come in to present to our students, from higher education providers, such as the University of Southampton (*UK*), the University of Navarra, CUNEF, Universidad Nebrija and U-Tad (*Spain*).

King's College School, Murcia

Calle Pez Volador s/n, Urbanizaci n La Torre Golf Resort, 30709 Rold n, Murcia

T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

- Students are taken to university careers fairs (*UNITOUR in Murcia and SRT in Alicante*), where they have access to multiple University institutions in one place where they can discuss career options with different universities, apprenticeship options and various employers.
- Post-18 options/applications support from the Head of Sixth Form and Technical Director.
- Students are encouraged to enlist for the career experiences and opportunities listed on the KCM Careers Canvas Course (*e.g. University open days, Unifrog webinars and virtual careers fairs*).
- Students are offered assistance with entry into US universities through Arete, a partner company specialising in US university applications that offers SAT courses and workshops to help students write their college applications.
- National Careers Week – a dedicated careers assembly, two pre-recorded talks and a careers fair from the European Universities Consortium.
- Volunteering posts are available throughout the school through the prefect system organising key events throughout the year (*e.g. Bonding Day, Halloween, Christmas Fair*).
- Aptitude and pre-admission test support.
- Students have access to the '*King's College Murcia Sixth Form Wider Reading and Discovery Lists for A-Level Subjects*', which encourages students to undertake super-curricular work related to future career interests and helps students to strive for ambitious future applications at top universities (*e.g. How to apply to study Medicine*).
- Careers Lead to present '*what makes a winning personal statement*'.
- Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
- Students are encouraged to enter university essay competitions.
- There is a dedicated Sixth Form team to support students with all post-18 options, not just limited to UCAS and Spanish applications, but includes USA and Europe. Each student will have support tailored to their application from the Careers Lead, Technical Director, form tutor and the Sixth Form team. This is led by the Head of Sixth Form in conjunction with the Technical Director.
- The PSHE curriculum for Years 13 includes lessons on life at university, including on finances. They continue to use Unifrog, often more independently and conduct research on university pathways and future career options.
- Sixth Form students are encouraged to undertake volunteering and work experience to support their post-18 applications. Volunteering opportunities are widespread within our primary school or in administration, with students also having the opportunity to assist with/lead lunchtime clubs, supervise PE prep sessions, lead their own societies to gain leadership skills or join the marketing team to gain experience.

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school



KING'S COLLEGE SCHOOL
MURCIA

- Students have the opportunity to take part in the Student Leadership Council through democratic elections of Head Boy, Head Girl and Deputies, along with prefect roles.
- Additional one-on-one careers sessions with the Careers Lead and/or Technical Director, which can also include parent meetings.
- Students are able to request official transcripts of working at grades, Y12 grades and predicted grades for the university application process.

Engagement of Stakeholders and Partners

King's College School Murcia recognises the important role that parents and guardians have in their child's career development.

Our KCM Careers Canvas Course, Careers Lead, Technical Director, Pastoral leads and form tutors are available to provide information, support and guidance. We encourage our parent body to become involved in our career education programme by delivering talks to students and assisting with interview preparation practice.

King's College School Murcia, is committed to best practice. Our stable careers programme is based on the best practices from Gatsby Benchmarks, The Careers and Enterprise Company and The Career Development Institute. Our aim is to bring an extensive and fully comprehensive range of options to our students. We welcome collaborating with employers, higher educators, and local learning providers. Our careers advice is labour market-led, to ensure our students make well-calculated choices on their careers and next steps to ensure employment stability. We encourage each student to follow a career path that is suited to their natural soft skills and subject interests and talents. We always work to a standard that meets equality, diversity and inclusion.

Created and Reviewed by:	Policy Category:
Jennifer O'Brien / Ramon Puente Carmona October 2025	Whole School
Approved by:	Reviewed by:
Elena Benito - Inspired CEO of Spain 17th November 2025	Dawn Akyurek October 2025
Next Review:	August 2026

King's College School, Murcia

Calle Pez Volador s/n, Urbanización La Torre Golf Resort, 30709 Roldán, Murcia
T: (+34) 968 032 500 | E: murcia.info@kings.education | W: www.murcia.kingscollegeschools.org

An **inspired** school