

Careers Education Policy

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Date of Policy Review	November 2025
Name of Responsible Manager	Headteacher
Governors' Sub-Committee	Learning & Teaching
Statutory/Non-Statutory	Non-statutory
Published to Website (Internal/External)	External

1.0 Aims

1.1 This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

- High-quality careers guidance is important for our pupils' futures, and our provision aims to:
- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they are interested in, and to make informed choices about their next step in education or training.
- Promote a culture of high aspirations and equality of opportunity.

2.0 Statutory requirements

2.1 This policy is based on the Department for Education's (DfE's) [Careers guidance and access for education and training providers](#)

This guidance refers to:

- The Education Act 1997, sections 42A, 42B, 45 and 45A
- The Education and Skills Act 2008, section 72
- The School Information (*England) Regulations 2008, schedule 4 (15)

2.2 This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on 1 January 2023 and follows the DofE Careers guidance and access for education and training providers policy of 2023. It explains that a school must provide a minimum of 6 encounters with

technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find under the Policy section of our website.

- 2.3 This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that: Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- 2.4 The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.
- 2.5 We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found under the Policy section of our website.

3.0 Roles and responsibilities

3.1 Careers leader

Our careers leader is Julia Shaw, and can be contacted by phoning 02380 269026 or emailing j.shaw@toynbee.hants.sch.uk. Our careers leader works closely with the Assistant Headteacher from the senior leadership team (SLT) and together they will:

- Take responsibility for developing, running and reporting on the school's career programme
 - Plan and manage careers activities
 - Manage the budget for the careers programme
 - Support teachers to build careers education and guidance into subjects across the curriculum
 - Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO/VI Resource Manager) and careers adviser, to identify the guidance needs of all
- Work with our Vulnerable Pupil Coordinator, who is responsible for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
 - Review our school's provider access policy statement at least annually, in agreement with our governing board

3.2 Senior leadership team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard

- Allow training providers access to talk to pupils in years 8 to 11 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

3.3 The governing board

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 11 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the career's leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4.0 Our careers programme

4.1 Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme which is published on the school website
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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

4.2 Our programme does not show bias towards any particular career path and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

4.3 Our careers programme is delivered through several methods, including:

- Personal development Lessons
- Careers Weeks in curriculum areas

- tutor-led discussion
- displays
- careers events
- guest speakers
- career assemblies (with FE, HE, apprenticeship providers and employers)
- careers trips.

4.4 Key Stage 3

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

- Options evenings for parents and pupils
- Termly Careers Weeks in curriculum areas
- Assemblies
- Tutor Time activities
- Personal development lessons
- Guest speakers and careers trips
- Encounters with both Further Education, Higher Education, apprenticeship providers and employers.

4.5 Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

- Termly Careers Weeks in curriculum areas
- Career assemblies (with FE, HE, apprenticeship providers and employers)
- Tutor Time activities
- Personal development lessons
- Work Experience
- Careers fairs and mock interviews
- Careers advice interviews

4.6 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

4.7 Access to our careers programme information

A summary of our school's careers programme is published on our school website in the form of this policy, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Mrs. J. Shaw email j.shaw@toynbee.hants.sch.uk

4.8 Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- Feedback from pupils, parents, teachers and employers
- FSQ evaluations

4.9 Individual Careers Guidance

We will provide pupils with face-to-face careers guidance, delivered by a Level 6 qualified adviser. We will prioritise SEN, PP, FSM, LAC and vulnerable pupils as defined by the school.

4.10 Recording of Careers Activity

Pupils' careers activity is recorded, monitored and evaluated through the use of Compass+ and Microsoft Forms.

5.0 Links to other policies

This policy links to the following policies:

- Provider access policy statement
- Child protection policy
- Curriculum policy

6.0 Monitoring and review

This policy, the information included, and its implementation will be monitored by the Teaching and Learning Governing body and reviewed annually.

The next review date is: Autumn Term 2025