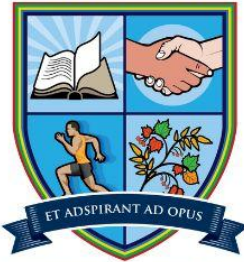


KINVER
HIGH SCHOOL
& SIXTH FORM



ENGAGE, SUCCEED, ASPIRE TO LEAD

Careers Policy



Part of

INVICTUS
Education Trust

Document Control and Version Control

Document Control	
POLICY TITLE:	Careers Policy
POLICY AUTHOR:	P. Harris, DCEO
VERSION NUMBER:	V 1.1
DATE APPROVED:	27.11.2024
DATE EFFECTIVE:	06.01.2025
DATE DUE FOR REVIEW:	January 2026
POLICY STATUS:	Non-statutory policy
POLICY TYPE:	Trust wide, school specific
REQUIRED TO PUBLISH:	Yes
POLICY LEAD:	Trust: DCEO School: J. McGlade
APPROVAL LEVEL:	DCEO

VERSION CONTROL			
VERSION	AUTHOR	DATE	CHANGES
V 1.1	P. Harris, DCEO	Sept 2023	Scheduled review No change to trust policy content

Contents

1. Our Mission, Vision and Values	3
2. Aims.....	3
3. Statutory requirements.....	3
4. Roles and responsibilities.....	4
4.1 Careers leader	4
4.2 Senior leadership team (SLT)	4
3.3 The governance board	4
5. Our careers programme	4
Key Stage 3.....	5
Key Stage 4.....	5
Key Stage 5.....	5
5.1 Pupils with special educational needs or disabilities (SEND).....	6
5.2 Access to our careers programme information	6
6. Links to other policies.....	6
7. Monitoring and review.....	6

I. Our Mission, Vision and Values



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

2. Aims

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're 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

3. Statutory requirements

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

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our 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.

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)

As an academy in England, we're now required to provide and publish careers guidance.

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.

This policy complies with our funding agreement and articles of association.

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.

4. Roles and responsibilities

4.1 Careers leader

Our careers leader is **Mr J McGlade**, and they can be contacted by phoning **01384 686 900** or emailing **jmcglade@kinverhigh.co.uk**. Our careers leader **is an Assistant Headteacher and part of** the senior leadership team (SLT) and 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) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated teacher 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

4.2 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 13 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 governance board

The governance board (trust board and academy committees) 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 (11- to 18-year-olds) 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 13 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 careers 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

5. Our careers programme

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 with a careers leader
2. Learning from career and labour market information

Careers Policy

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

Our programme doesn't 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.

Our careers programme is delivered through a number of methods, including:

- Trips and visits, guest speakers, the CEIAG tutorial programme, immersion days, activities within the curriculum, through parents' evenings and events and through the offer of work experience and volunteering opportunities.

Key Stage 3

At key stage three we aim to ensure our CEIAG programme broadens horizons for our students, with the aim to inspire and motivate students for their futures. Our Key Stage 3 careers programme will specifically support pupils in their planning and choices of GCSE subjects. This includes:

- Planned CEIAG tutorial programme
- Immersion days in each year
- Year 9 options evening
- Year 9 careers fayre
- Trips, visits & guest speakers
- D of E programme (optional)
- Options interviews (optional)
- Events around key events on the careers calendar.

Key Stage 4

Our key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. We ensure our careers advice is contextualised to raise aspirations and allows students to plan and follow a career path best suited to them. This includes:

- Staying in Learning immersion day; year 11.
- Year 10 Work experience Immersion Day
- Year 11 work experience placement
- Careers Fayre
- CEIAG tutorial programme
- Advice & Guidance interviews
- Trips, visits & guest speakers
- Plan to succeed Day (Year 11)
- D of E programme (optional)

Key Stage 5

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

- CEIAG tutorial programme
- UCAS & Apprenticeships events
- Trips & Visits
- Careers Fayre
- Advice & Guidance interviews

5.1 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.

5.2 Access to our careers programme information

A summary of our school's careers programme is published on our school website; 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 [Mr J McGlade via email jmcglade@kinverhigh.co.uk](mailto:jmcglade@kinverhigh.co.uk)

5.3 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:

- Completing a Careers programme audit and termly evaluations.
- Through student, staff & parental voices exercises, when suitable in the school year.
- Evaluating Students' engagement with CEIAG activities.
- Analysing destination data of students and comparing against national data.
- Feedback from external visitors to the school.
- Feedback from external providers such as colleges and universities.
- Future Skills Questionnaire (FSQ) will be completed with specific student groups at specific times in the school calendar.
- Quality assurance of specific elements of the CEIAG programme is conducted at various times throughout the year.
- Quality assurance of our external Careers advisor.
- Using Compass to monitor and evaluate our careers programme.

6. Links to other policies

This policy links to the following policies:

- Provider access policy
- Curriculum Policy
- Safeguarding
- Educational Visits Policy
- E Safety Policy
- SEND policy

7. Monitoring and review

This policy, the information included, and its implementation will be monitored by the Deputy CEO and the Careers Lead within each school, and will be reviewed annually.