


## JFS Policies – Careers Policy – January 2025

Careers Education, Information, Advice and Guidance and  
Employability Learning Policy

| Headteacher   | Chair of Governing Board |
|---|--------------------------|
|  |                          |
| Dr David Moody  | Mr Mark Hurst            |

| Published Date | Staff          | Review Date  |
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### 1. 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 JFS aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Providing a planned program of activities to which all students in Y7-13 are entitled and will help them to plan and manage their careers
- 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
- Providing IAG which is impartial, unbiased and based on needs

### 2. Policy Scope

2.1 This policy covers Careers Education, Information, Advice and Guidance given to students in Key Stages Three and Four.

2.2 The policy also applies to Year 11 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of Year 11, the policy is still applicable.

2.3 This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

2.4 This policy refers to events and opportunities in all Key Stages and in all years and these events will impact upon all students at the school.

2.5 All members of staff at JFS are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.

### 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)

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.

3.1 The school has a series of statutory duties:

3.2 All registered pupils at the school must receive independent careers advice in Years 7 to 11

3.3 The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by the personnel involved in the design and delivery of the programme as well as by external stakeholders who assess the work of the school (e.g. School Improvement Partner or Ofsted)

### 4. Roles and responsibilities

#### 4.1 Careers leader

Our careers leader is Sara Levick and they can be contacted by emailing [levick@jfs.brent.sch.uk](mailto:levick@jfs.brent.sch.uk) Our careers leader and 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

#### 4.2 Senior leadership member responsible for careers

Will:

- Support and have oversight of the careers programme
- Support the careers leader in developing their strategic careers plan
- 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

#### **4.3 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 (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 7 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. Provider Access**

5.1 This section of the policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

5.2 All pupils in years 7-13 are entitled to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme, which provides information on the full range of education and training options available at each transition point and to understand how to make applications for the full range of academic and technical courses.

Please see here for the [Provider Access](#) document on our website for more detailed information.

### **6. 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
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: tutor base, Unifrog, displays, events and guest speakers.

### **Key Stage 3**

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

Weekly 'world of work' presentations, work shadowing day (Year 8), guest speakers promoting different post 16 pathways, GCSE options information evening and student fair, annual careers and apprenticeships fair.

### **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:

Sixth Form Open evening, Sixth form subject taster lessons, A level student fair, prospects careers guidance appointments, guest speakers, annual careers and apprenticeship fair.

### **Key Stage 5**

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

University visits, 'what university? what career?' fair, annual internal careers and apprenticeship fair, broad sixth form speaker programme, prospects careers guidance appointments, work experience, mock interviews and post 18 information evening.

## **6.1 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.

SEND students who have an EHCP receive 1-1 careers guidance from our external careers advisor from Year 9 and the relevant Careers Advisor will attend EHCP review meetings for statemented students.

Our SENCo is involved in the GCSE and Post 16 options choices for EHCP students.

## **6.2 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 Sara Levick: [levick@jfs.brent.sch.uk](mailto:levick@jfs.brent.sch.uk)

### **6.3 Assessing the impact on pupils**

- Our careers programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. Our careers programme is evaluated every year to assess its efficacy and areas for improvement. Key stakeholders (students, parents, teachers and employers) provide feedback on their participation in activities via questionnaires, surveys and focus groups throughout the year. We use the evidence collected to inform continuous improvement of the programme. We also measure and assess the impact of the program using 'Unifrog' to record careers encounters and student reflections.

### **7. Links to other policies**

This policy links to the following policies:

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

### **8. Monitoring and review**

This policy, the information included, and its implementation will be monitored by the Careers lead and SLT responsible for careers, it will be reviewed annually by:

- Annual review of partnership activities with Prospects Services
- Review of all careers events by Careers Leader
- Developmental activity is identified annually in the SIP
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent council groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed
- Review of the school's adherence to the Gatsby Benchmarks through Compass+, an online self-evaluation tool for schools
- Tracking the destinations of Year 11, 12 and 13 also provides an indication of where students go when they leave JFS

The next review date is: 01/01/2026

## **Appendix 1 - The Gatsby Benchmarks**

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| <b>1. A stable careers programme</b>                        | Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.   | <input type="checkbox"/> Every school should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.<br><br><input type="checkbox"/> The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.<br><br><input type="checkbox"/> The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process. |
| <b>2.Learning from career and labour market information</b> | Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.             | <input type="checkbox"/> By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.<br><br><input type="checkbox"/> Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.  |
| <b>3.Addressing the needs of each student</b>               | Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout. | <input type="checkbox"/> A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.<br><br><input type="checkbox"/> Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.<br><br><input type="checkbox"/> All pupils should have access to these records to support their career development.<br><br><input type="checkbox"/> Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations.                               |
| <b>4.Linking curriculum learning to careers</b>             | All teachers should link curriculum learning with careers. STEM subject teachers should   | <input type="checkbox"/> By the age of 14, every pupil should have had the opportunity to learn how the different STEM  |

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|   | highlight the relevance of STEM subjects for a wide range of future career paths.  | subjects help people to gain entry to, and be more effective workers within, a wide range of careers.   |
| <b>5.Encounters with employers and employees</b>      | Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. | <input type="checkbox"/> Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.<br><br>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.   |
| <b>6.Experiences of workplaces</b>                    | Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.   | <input type="checkbox"/> By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.<br><br><input type="checkbox"/> By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.   |
| <b>7.Encounters with further and higher education</b> | All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.  | <input type="checkbox"/> By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.<br><br><input type="checkbox"/> By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.<br><br>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment. |
| <b>8.Personal guidance</b>                            | Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant               | <input type="checkbox"/> Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.  |



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|  | study or career choices are being made. |  |
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