

# CEDARS

## Short Stay School

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| <b>Policy Title</b>                          | Careers                   |
| <b>Review Committee</b>                      | Pupil Standards & Support |
| <b>Date Approved</b>                         | November 2024             |
| <b>Review Date</b>                           | November 2025             |
| <b>Responsible for Day to Day Management</b> | Headteacher               |

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# Careers Policy

## Vision and Values

This policy is underpinned by our long-term vision and core values.

### Vision Statement

*To provide a careers programme that prepares our students for the world of work, enabling all of them to achieve aspirational career outcomes and have the confidence to flourish in an ever-changing careers landscape.*

## Aims

Within our careers provision we aim to:

- Use the framework provided by the Gatsby Benchmarks to provide students with an excellent careers education from Year 7 to Year 11
- Promote social inclusion and improve social mobility, providing equality of opportunity and access to all students
- Enable our students to grow through reflection on themselves, their skills and plans for the future
- Equip our students with the knowledge and skills to become independent researchers of careers guidance who know how to explore the range of possibilities on offer
- Ensure all of our students have a careers-related goal for the future and understand how to get there, whilst also appreciating that their goals can change
- Ensure students understand the “bigger picture” of education and employment beyond Wilmslow High School.
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## Statutory Requirements and Expectations

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, which you can find [insert location of your 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.

The eight Gatsby Benchmarks are at the heart of our policy.  
(<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance> )

We use SIMS to log activities from our careers programme in relation to the Gatsby Benchmarks and to assess its impact.

## **Learner Entitlement**

Every student is entitled to high quality career education and guidance as part of their overall education. The careers programme should be age appropriate and support students as they embark on each stage of their educational journey. We firmly believe in the entitlement of all students to aspire to ambitious career goals and to be aware of the negative impact that stereotyping can have on these goals.

## **Management and Delivery**

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme.

## **Roles and Responsibilities**

### **The Management committee**

The governor with responsibility for careers is Andrew Pickett

The Management Committee 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 students
- 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

### **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
- Careers lead**

Our careers lead is **Mr Andrew Pickett**, and he can be contacted by phoning **01782 973760** or emailing [picketta@cedarsnewcastle.staffs.sch.uk](mailto:picketta@cedarsnewcastle.staffs.sch.uk).

Our careers leader works closely with 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 advisers, 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
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- Ensure that the school maintains its high level of careers provision and advice for all pupils at all times through being a main point of contact for advice to staff, parents and students
- Provide high quality 1-1 careers guidance for students in Years 7 to 11 and ensure students have access to a record of this through the School web site under the heading platform **Careers Support**

Mr Andrew Pickett provides careers support. He oversees Year 10 and 11 work experience and co-ordinates appointments with the careers adviser.

Our careers support will:

- Ensure that work experience for Year 10 and year 11 is organised in accordance with the KCSIE guidance
- Book careers guidance appointments for students from Year 7 to Year 11 to support students at key stages of their educational journeys and ensure equity of provision for all students
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### **Tutor time**

Mr A Pickett and the tutor's will:

- Oversee and ensure appropriate careers guidance is delivered, to all students within their managed areas. This will be in collaboration with local colleges and appropriate company apprenticeships.

Our tutors and teachers will:

- Deliver appropriate careers guidance to all students in line with the school's careers programme
- Signpost pupils to the careers advisor where specialist/further information is required

## **Staff Development**

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will use in-house training and briefings from the Careers Lead in addition to external agencies where appropriate.

## **Funding and Resourcing**

Funding for careers will be allocated in the school budget. The school will also explore sources of external funding through the Partners Programme and other revenue streams.

# **Teaching, Learning and Assessment**

## **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**: (<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance> )