



THE DEANERY

Church of England High School and Sixth Form College

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

October 2025

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Author:	Headteacher
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1 Rationale

- 1.1 Careers education, information, advice and guidance (CEIAG) provides a bridge via which students move not only to further education, vocational training or employment, but to the next stage of their development as members of society. As such, it is an essential part of the support we offer to our students.
- 1.2 Effective careers support helps prepare young people for the opportunities, responsibilities and experiences of life; it enables them to make informed decisions and manage transitions as learners and workers.
- 1.3 In line with the Department for Education's 2025 statutory guidance, CEIAG is embedded across the curriculum from Year 7 onwards and is delivered in accordance with the updated Gatsby Benchmarks.
- 1.4 As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and key employability skills they need to make informed choices for their future.
- 1.5 The school is committed to working towards the Quality in Careers Standard as a national benchmark of excellence.

2 Aims & Objectives

- 2.1 The careers programme aims to:
 - encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
 - ensure students' readiness to take their next step in their learning or career
- 2.2 The school follows the principles of the updated Gatsby Benchmarks (www.gatsby.org.uk/education/focus-areas/good-career-guidance).
- 2.3 The objectives for the careers programme are:
 - helping students to understand the changing world of work and allow them the opportunities to investigate and research careers and job opportunities
 - In line with the latest statutory careers guidance, our school is committed to enhancing students' employability and career readiness by facilitating meaningful encounters with employers. We are actively working towards ensuring that every student has access to at least two weeks of high-quality, meaningful work experience by the end of Year 13. This initiative will be developed in partnership with local employers, industry networks, and our wider community to provide opportunities that reflect students' interests, aspirations, and curriculum pathways.
 - supporting positive transitions post-16 and post-18
 - enabling students to develop the research skills to find out about opportunities
 - helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
 - encouraging participation in continued learning, including further and higher education and apprenticeships
 - supporting inclusion, challenging stereotyping and promoting equality of opportunity
 - contributing to strategies for raising achievement, particularly by increasing motivation

3 Student Entitlement

- 3.1 All students are entitled to be fully involved in an effective CEIAG programme. Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.
- 3.2 During their time at school, all students can expect:
 - the support they need to make the right choices in Year 9, Year 11 and Sixth Form
 - access to up-to-date and unbiased information on future learning and training, careers and labour market information
 - support to develop the self-awareness and career management skills needed for their future
 - career lessons during tutor and PSHE time from Y7 to Y13 covering options after school, the world of work, the job market and the skills needed for the future
 - a range of meaningful encounters with representatives from the world of work; this could be through Careers Fairs, Mock Interview events, assemblies, careers talks and visits

- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies and talks in school
- the opportunity to relate what they learn in lessons to their life and career beyond school with the support of subject teachers highlighting career relevance in lessons, in line with Gatsby Benchmark 4
- the opportunity to talk through their career and educational choices with staff including form tutors and the careers adviser
- access to one-to-one guidance with a trained, impartial careers advisor available to all pupils at lunchtimes on set days, and via individual appointment in KS4 & KS5
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement

4 Delivery of the Careers Programme

- 4.1 All students will have access to a comprehensive and impartial programme of careers and work-related learning activities.
- 4.2 The Careers Leader oversees the implementation of the programme and ensures compliance with statutory guidance and Gatsby Benchmarks.
- 4.3 This will include formal delivery of dedicated CEIAG topics in form tutor time, PSHE sessions, within subject lessons, external visits, internal presentations and collapsed timetable events. At key points in Year 9, Year 11 and sixth form there will be additional support and activities as students make significant choices related to their education and future pathways.
- 4.4 All staff are actively involved in the delivery of CEIAG through their subject areas and are encouraged to involve themselves in the career aspirations and progression routes of the students with whom they come into contact.
- 4.5 Curriculum Leaders are expected to identify career-relevant content in schemes of work and collaborate with the Careers Leader to embed employer examples and real-world applications.

5 Years 7-9

Careers education is delivered as an integral part of the PSHE programme. It is delivered in the form of decision making, self-awareness and problem solving. By the end of Year 9, all students will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness
- Engage with representatives from the world of work
- Receive support to make the right KS4/GCSE choices, including assemblies, options evening and the option of an options interview.

6 Year 10

In Year 10 the students undertake lessons through the PSHE programme, directed towards enhancing their thoughts and ideas about looking for work, preparing for an interview and expectations of achieving a job. Students are also encouraged to start the process of finding out what may be on offer regarding placements in Post 16 Education, both at the Deanery and through other institutions.

7 Year 11

- 7.1 In Year 11 the students continue to develop self-awareness through the career's modules. In these modules much emphasis is placed on support to make the right KS5 choices and the development of personal and employability skills to include:
 - preparation and updating of CVs
 - preparation of personal statements
 - letters of application
 - appearance and conduct at interviews
 - interview with Career Guidance Advisor

7.2 Mock Interview Day

All Year 11 pupils attend a compulsory mock interview in order to gain experience for real interviews. Each pupil is interviewed by a representative from a number of local and national industrial links, at a venue away from school. Pupils are given deadlines for when the completed application packs must be handed in, then a time when they must attend their interview. At the end of the session, employers are invited to select the candidate who impressed them the most.

8 Years 12 & 13 - Careers and Vocational Guidance Programme

8.1 In Year 12, lessons include post-18 options, covering both university and alternatives to university.

8.2 In Year 13, students are supported through the post-18 application processes, including UCAS and apprenticeship, work-related or college options.

8.3 By the end of Sixth Form, all students will have had the opportunity to:

- Use a range of resources (with support, as required) to explore Post-18 options
- Independent Careers Guidance Interview
- Develop their self-awareness and career employability skills
 - attend events in school and out of school where they can speak to employers, colleges, training providers and universities
 - personal tutor interview to identify and confirm courses.
 - introduction to the Sixth Form reference area.
 - develop their study skills and time management techniques.
 - encounter and take part in a range of enhancement opportunities.

8.4 Each student is allocated to a personal tutor and they are given form tutor time. Issues discussed are recorded in the student file together with an updated CV and a Careers Action Plan.

8.5 Year 12 and Year 13 Parents' Information Evening is held to establish expectations and give further information about qualifications or other issues that Parents/Guardians may not fully understand.

8.6 All students will have at least one personal interview with the Post 16 Careers Advisor.

9 Inclusion

The Inclusion department supports students with Special Educational Needs and Disabilities. This may take the form of additional support for options selection, attending review meetings and identifying specific careers opportunities appropriate to the student's particular needs. Opportunities for work related learning are offered through schemes such as mentoring, disapplication (a special exemption from the National Curriculum given to a school) and extended work experience.

10 Equal Opportunities

The school's Equal Opportunities Policy is in place and requires all members of the school community to be valued and respected. Support for options choices in Year 9 and CIAG are given with reference to equal opportunities. The PSHE and Form Tutor Programme encompasses Equal Opportunities.

11 Monitoring & Evaluation

The Careers programme is reviewed annually through student voice, staff & parental feedback, and destination data. Impact is measured against the Gatsby Benchmarks and completion of Compass reports.