



Careers Policy

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An academy within:



“Learning together, to be the best we can be”



1. Statement Of Intent

- 1.1. This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in September 2022.
- 1.2. The main aims of careers provision at The Willows School are to:
- Prepare pupils for life post-education.
 - Develop an understanding of different career paths.
 - Develop an understanding of the differences between school and work.
 - Inspire pupils to chase and achieve their dreams.
 - Help pupils to access information on the full range of post-16 education and training opportunities.
 - Support pupils after leaving school.
 - Offer targeted support for vulnerable and disadvantaged young people.
 - Instill a healthy attitude towards work.

2. Roles And Responsibilities

2.1. The Headteacher is responsible for:

- Ensuring that all registered pupils at the school are provided with independent careers guidance from Year 7 to Year 14.
- Ensuring that arrangements in place to allow a range of education and training providers to access all pupils in this range and inform them about approved technical education qualifications and apprenticeships. A policy statement will set out these arrangements.
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favoritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Providing clear advice and guidance to the careers lead on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

2.2. The careers leader is responsible for:



- Managing the provision of careers information.
- Liaising with the headteacher and the careers team to implement and maintain effective careers guidance.
- Taking responsibility for the development, management and reporting of the school's careers programme.
- Planning careers activities, managing the careers budget and, where necessary, managing and coordinating other staff involved in the delivery of careers guidance.
- Advising senior leadership on policy, strategy and resources for careers education, information, advice and guidance (CEIAG).
- Preparing and implementing a development plan for CEIAG.
- Reviewing and evaluating the programme of CEIAG.
- Liaising with subject leaders to plan careers education in the curriculum.
- Establishing, maintaining and developing links with further education colleges, universities, apprenticeship providers and employers.
- Providing pupils with effective careers guidance and supporting social mobility by improving opportunities for all young people.
- Supporting teachers of careers education and tutors providing initial information and advice.
- Using the Gatsby Benchmarks to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.
- Allowing pupils to have access to providers of technical education, such as colleges, and apprenticeships to ensure every pupil is well-informed about their future options at every stage.
- Using the Compass tool for self-evaluating the careers provision the school offers.
- Publishing details of the school's careers programme and a policy statement on provider access on the school website.

2.3. The Careers team is responsible for:

- Producing careers information and guidance through online and hard copy literature, and visual displays in school.
- Organising workshops for pupils and actively promoting the careers service in-house at open evenings, presentation days, assemblies and parents' evenings.
- Attending regular meetings with the careers leader to discuss the school's career plan.
- Providing an open-door service for pupils to drop in and discuss their options.
- Arranging meetings and follow-up appointments with pupils who are interested in the careers service.

2.4. Teaching staff are responsible for:

- Ensuring careers education is planned into their lessons.



- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Being good role models for their particular area of work or specialism.
- Creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

3. A Stable Careers Programme

- 3.1. The Willows School will have its own careers programme in place which meets the requirements of the eight Gatsby Benchmarks. The programme will be reviewed termly against the benchmarks (using the Compass tool) to ensure it remains on target.
- 3.2. A careers leader will be appointed to ensure the leadership and coordination of a high-quality careers programme. The careers leader is recruited alongside the suggested requirements to ensure the role is correctly fulfilled. The name and contact details of the careers leader will be published on the school website.
- 3.3. A careers team will support the careers leader and provide individual, tailored careers guidance to pupils.
- 3.4. Details of the school's careers plan will be published on the school website inviting pupils, parents, teachers, governors and employers to provide feedback.
- 3.5. The following will be published on the school's website:
 - The name and contact details of the careers leader.
 - A summary of the careers programme, including how information about the programme may be accessed.
 - Details of how the school measures and assesses the impact of the careers programme on pupils.
 - The date and review schedule of the careers information published.
 - A careers adviser will be appointed to support the careers leader and to provide individual, tailored careers guidance to pupils. The name of the careers adviser is available upon request.
 - The careers leader will work with enterprise coordinators to build careers and employer engagement plans to broaden the range of guidance that pupils have access to.

4. Labour Market Information

- 4.1. The school will ensure that all pupils, by the age of 16, have accessed and used information about career paths and the labour market to inform their decisions on study options.



- 4.2. The school will make use of local enterprise partnerships to provide pupils with presentations and workshops on the local labour market and employer expectations. The information provided through the partnership will be used to shape career guidance and workshops in schools.
- 4.3. Parents will be encouraged to access and use information about labour markets and future study options to inform their support to their children.

5. Addressing the Needs of Pupils

- 5.1. Careers guidance and experience will be tailored to pupils based on their own aspirations, abilities and needs. Individual interviews will be held with each pupil to find out their aspirations; the results will be used to personally tailor careers guidance.
- 5.2. All staff working with pupils will support them to develop the necessary skills and experience to succeed and fulfil their potential.
- 5.3. The school will work with families of pupils to help them understand what career options are available.
- 5.4. Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform pupils about the ways employees with SEND are supported in the workplace, and how jobs can be adapted to fit a person's abilities.
- 5.5. The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.
- 5.6. Careers guidance will focus on a pupil's career aspirations and the post-16 options which are most likely to give the pupil a pathway into employment or higher education.
- 5.7. The SEND local offer will be utilised; annual reviews for a pupil's education, health and care plan (EHCP) will be informed by good careers guidance.

6. Targeted Support

- 6.1. The school will work with the commissioning LA to identify pupils who are in need of targeted support or those who are at risk of not participating in post-16 pathways. Agreements will be made over how these pupils can be referred for



support drawn from a range of education and training support services available locally.

- 6.2. The school will ensure that pupils and their parents understand the programmes available to support them and the financial costs associated with staying in post-16 further education.
- 6.3. To support pupils who are likely to need support with post-16 participation costs, such as those with SEND, the school will work with the LA and local post-16 education or training providers to share pupil data and ensure these pupils receive such support.
- 6.4. The school will ensure that pupils and their parents are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship.
- 6.5. The careers leader will engage with the designated teacher for LAC and previously LAC to ensure they know which pupils are in care/are care leavers, to understand their additional support needs and to ensure that any personal education plans can inform careers advice.

7. Curriculum

- 7.1. The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.
- 7.2. The school will ensure that every pupil is exposed to the world of work by the age of 16.
- 7.3. The school will engage with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom pupils can relate to.
- 7.4. Every year, from the age of 11, pupils will participate in at least one meaningful encounter with an employer.

8. Enabling encounters with employers and alumni

- 8.1. The school will engage with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom pupils can relate to. Every pupil will be exposed to the world of work by the age of 14.



8.2. Every year, from the age of 11, pupils will participate in at least one meaningful encounter with an employer; where appropriate, at least one of these encounters will be with a STEM employer or workplace.

8.3. These encounters might include:

- Careers events such as careers talks, careers carousels and careers fairs.
- Alumni activities.
- Transitions skills workshops such as CV workshops and mock interviews.
- Employer delivered employability workshops.
- Employer encounters with parents.
- Employer involvement in the curriculum.
- Business games and enterprise competitions.

9. Work Experience

9.1. The Willows School will ensure that all pupils have had at least one experience of a work place by the age of 16.

9.2. When arranging work experience for pupils, the school will work with the employer to determine any additional support that will be needed during the work placement.

10. Further Education

10.1. Pupils are required to remain in education or training until their 18th birthday.

10.2. The school will provide pupils with a range of information and opportunities to learn about education, training and career paths throughout their school life, to prevent last minute decision-making.

10.3. The school will ensure that there are opportunities for providers to visit the school and speak to pupils in Years 8 to 14, by maintaining connections with providers of further education and apprenticeships, and arranging regular visits, presentations and workshops.

10.4. A range of opportunities for visits from providers offering other options, such as FE will also be provided.

10.5. A policy statement will be published on the school website.



11. Providing Personal Guidance

- 11.1. Careers advice provided by the school will be unbiased and maintain the best interests of individual pupils at all times. The school will not promote particular career or progression routes as better or more favourable than others; however, pupils will be advised, where evidence supports it, whether a chosen course has the potential to lead to poor career outcomes.
- 11.2. All pupils will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the pupil reaches age 16, with the opportunity for a further interview by the age of 18.

12. Compliance With Legal Duties and Statutory Guidance

- 12.1. Where someone has a complaint about the school's careers provision, such issues will be handled locally in accordance with the school's Complaints Procedures Policy. All complaints will be easy to submit and considered impartially.
- 12.2. The school will be compliant with the 'Baker Clause' by ensuring that there is an opportunity for a range of education and training providers to access all Year 8- to 13 pupils for the purpose of informing them about approved technical education qualifications and apprenticeships.
- 12.3. The school will ensure that provider visits are available to all pupils in the relevant year group and will not do anything which may limit the ability of pupils to attend. The school will not, under any circumstance, restrict invitations to selected groups of pupils or hold events outside of normal school hours.
- 12.4. The school will prepare a policy statement which sets out the circumstances in which education and training providers will be given access to students. This policy statement will be published on the school website and will include:
- Any procedural requirements in relation to requests for access, e.g. the main point of contact at the school to whom requests should be directed.
 - Grounds for granting and refusing requests for access, e.g. details of timetabled careers lessons, assemblies or careers events which providers may attend.



- Details of premises or facilities to be provided to a person who is given access, e.g. rooms and resources.

13. Provider Access Policy Statement

13.1. Under Section 42B of the Education Act 1997 we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

14. What are pupils entitled to?

14.1. Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, e.g., technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

15. Who handles our access requests?

15.1. Any provider wishing to request access should contact our careers leader, Charlotte Stewart, on 01709 542539 or via email on: cstewart@nexusmat.org

16. What opportunities are provided to allow access to pupils?

16.1. Via our school careers programme, we offer providers opportunities throughout the school year to speak to pupils and/or their parents. Please contact the Careers Leader to discuss the most suitable opportunity.



17. Premises and facilities

- 17.1. Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.
- 17.2. We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.
- 17.3. Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.
- 17.4. Providers are welcome to leave a copy of their prospectus and other relevant course literature with the Careers Leader.