

# **ST BARTHOLOMEW'S SCHOOL**

## **Careers Education and Guidance Policy**

**Reviewed by the Education Committee, Summer 2025**

**Approved by the Full Governing Body, Summer 2025**

**To be reviewed by the Education Committee Summer 2027**

Schools have a statutory duty to provide independent careers education to all students in Years 7 to 11.

At St Bartholomew's School (St Bart's) we aim to empower all students to:

- **Understand themselves and develop their capabilities.**
- **Investigate careers and opportunities.**
- **Implement their career plans.**

St. Bart's is committed to achieving this by ensuring students are able to:

- Reflect on their needs, interests, values, aptitudes and aspirations
- Develop the knowledge, self-reliance, and skills to make choices at 14–19 and to manage their careers throughout their lives.
- Understand the changing pattern of careers and work, by enabling them to find out about local, national and international opportunities in education, training and work.
- Gain direct experience of work as part of the curriculum.
- Make more autonomous decisions around their education and career plans and can review and evaluate those decisions and cope with change.
- Access sources of further help and weigh up the advice offered.
- Acquire skills for making effective transitions, such as the move from school to further and higher education, training or work.

### **Content of Careers Education and Guidance**

St. Bart's is committed to providing a planned programme of careers education, information, advice and guidance (CEIAG) for all students in Years 7 to 13 through the school's personal development programme curriculum, as well as independent careers advice.

The personal development programme supports the development of decision-making skills, student action planning, the recording of achievement, and the raising of self-esteem, all of which are key elements of successful career decision-making.

Our careers education and guidance is informed by the following legislation and guidance:

- Careers guidance and access for education and training providers: Statutory guidance for schools and colleges on providing careers guidance (May 2025)
- The Skills and Post-16 Act (2022)
- The Technical and Further Education Act (2017)
- Careers strategy: making the most of everyone's skills and talents (2017)
- Section 19 Education Act (2011)
- Education Regulations (2003)
- Careers Education and Guidance in England: A National Framework 11–19 (2003)
- Education Act 1997
- Guidelines from Ofsted
- Guidelines from the Career Development Institute
- The Gatsby benchmarks of good career guidance.

## **1. Content - principles**

- Students are entitled to impartial and confidential careers education and guidance, as appropriate.
- Careers education and guidance is integrated into students' experience of the whole curriculum
- It should promote equality of opportunity, inclusion and anti-discrimination, including racism, misogyny and LGBTQ+ prejudice.
- Teaching and learning will be appropriately personalised to meet student needs.
- In line with legislation, students can expect at least six encounters with potential providers of employment, apprenticeships, vocational and higher education, with regulations stipulating the duration and content of those encounters to ensure they are of high quality (see our Careers Provider Access Policy).

## **2. Content - format**

In line with the eight Gatsby benchmarks of good careers guidance, St Bart's careers education aims to provide:

- **A stable careers programme**

Careers education is taught through the personal development programme in Years 7 to 11, under the leadership of the Careers Leader, who oversees careers education throughout the school. In the Sixth Form, the Head of Sixth Form and House Leaders liaise with the Careers Leader in developing the post-16 programme.

- **Learning from career and labour market information**

The Careers Leader, with support from the Assistant Headteacher for Key Stage 4 (KS4; Years 10 and 11), works with the St Bart's careers adviser to ensure that every student has access to good-quality

information about future study options and labour market information. This is supplemented by information available in the careers section of the school library, the careers fair booklet, personal development lessons, the school website and via the Unifrog online platform.

- **Addressing the needs of each student**

The careers programme seeks to meet the needs of all students across the school. Where specific individual needs exist, St Bart's provides access to specialist advice through our careers adviser. The careers programme will promote equality of opportunity, inclusion and anti-discrimination. In cases of particular need this will be supported by the work of the school behaviour & inclusion officer.

- **Linking curriculum learning to careers**

All teaching staff are fully aware of the importance of linking the subject-based curriculum to relevant careers. Curriculum maps across subject areas highlight links where they exist which are shared with students. Resources are shared with them and features of Unifrog highlighted for classroom use.

- **Encounters with employers and employees**

We aim for all students to experience encounters with employers relating to work, employment and the skills that are valued in the workplace. These opportunities are overseen by the Careers Leader and take the form of visiting speakers, development of a careers fair for Years 7 to 9 (KS3), links arranged through the Careers and Enterprise Company and other enterprise schemes. This is vital to ensure that all students are aware of the benefits of apprenticeships, T Levels, Higher Technical Qualifications (HTQs) and other approved technical education qualifications and can consider them, alongside academic options, when making decisions about their next steps.

- **Experiences of workplaces**

We aim for all students to gain first-hand experience of workplaces through a day's job shadowing in the summer of Year 10. In the Sixth Form, all students have the opportunity to organise a week's work experience. Students in other year groups may also have work experience opportunities as part of their curriculum.

- **Encounters with further and higher education**

Students will be informed about further and higher education options through academic, vocational and work-based routes during Years 10 and 11 (KS4). All students in the Sixth Form attend a higher education event and destinations fair to learn about the opportunities available to them.

- **Personal Guidance**

Every student has the opportunity to have a one-to-one careers interview with our careers adviser. There is a scheduled programme which starts in the summer of Year 10 and runs through Year 11, but all students can be accommodated with an interview at any time of year should the individual need arise.

### **3. Content - delivery and implementation**

- **Leadership**

At St Bart's, careers education is overseen by the Careers Leader, with the support of the Assistant Headteacher for KS4 and the Headteacher. The Career Leader's principal functions relate to:

- Vision and leadership
- Programme management – supporting the personal development programme leaders in preparing learning schemes, developing materials and managing resources.
- Staff development.
- Working with the school's careers adviser, the Careers and Enterprise Company, and the Education Business Partnership, as well as other partners.

- **Organisation**

Careers education is delivered by tutors, in year teams, during personal development lessons, and also supported by subject teachers. The number of periods designated for careers will vary according to the needs of each year group. A programme of assemblies will support and complement lesson-based activity with opportunities for education and training providers to meet students at the school to inform them of the opportunities available (See our Careers Provider Access Policy). These encounters involve full year assemblies and smaller scale workshops.

- **Individual advice**

The school's careers adviser is responsible for providing individual guidance to complement the wider careers education programme.

- **Wider school involvement**

All faculties have a role to play in careers education. The Careers Leader will work cooperatively with Heads of Faculty to help develop appropriate curriculum maps and schemes of learning.

- **Accessible information**

St Bart's also provides up to date, easily accessible and comprehensive careers information on the school website.

- **Evaluation**

Careers education at St Bart's is evaluated termly by the Careers and Enterprise Company, supported by the link governor for careers. The Careers Leader then presents an annual report to a meeting of the Governors' Education Committee. Our careers provision is evaluated further through stakeholder engagement, allowing parents, students and staff to feedback about various aspects of the school, including careers.

***Agreed by the Full Governing Body at their meeting on 9<sup>th</sup> July 2025.***