



## **Careers Policy**

***May 2024 – May 2025***

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## **Aims**

This policy aims to set out Priory School's provision of impartial and informed careers guidance for our students. This includes the way in which students, teachers, parents and employers can access information about our careers programme.

High quality careers guidance is important for our students' futures and our school aims to

- Help students prepare for the workplace by building self-development and career management awareness
- Provide experience and clear understanding of the working world
- Develop students' awareness of the variety of education, training and career options available to them.
- Help students to understand how to apply for work and make informed choices regarding their next steps after school.
- Promote a culture of high aspirations and equality of opportunity

## **Statutory Requirements**

This policy is based on the Department of Education (DfE's) Statutory Careers Guidance and Access for Education and Training providers 2023.

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008

This policy is also in line with the more recent Skills and Post 16 Act 2022 which came into force on 1<sup>st</sup> January 2023. It explains that schools must provide a minimum of 6 encounters with technical education and training providers to all pupils in years 8-14. For more detail please see **Appendix 1** with regards to access.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1<sup>st</sup> September 2022 and amended the existing duty in The Education Act 1997, so that:

- Our school must have a secure independent careers advisor from Year 7
- We are now required to provide and publish careers guidance

The above guidance requires that school publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

## **Contacts, Roles and Responsibilities**

### **Careers Lead**

Our careers lead is Penny Deakin, Deputy Head who can be contacted at [pdeakin4.306@lfglmail.org](mailto:pdeakin4.306@lfglmail.org) or by phoning 0208 653 8222.

Our careers leader works closely with SLT, Pathway Leads and the Work Experience Lead and will:

- Take responsibility for developing, running and reporting on the School's career programme
- Plan and manage careers activities
- Support teachers to build careers education and guidance into strands and Pathways across each curriculum offer and Key Stage.
- Establish and develop links with employers and supported employment agencies, Post 19 education and training providers and appropriate careers advisors.

- Work closely with relevant staff to identify the individual guidance needs of all students and ensure this translates into a clear transition plan.
- Work closely with the Work Experience team to ensure a rich and varied work experience offer is delivered across the school from Post 16 that is inclusive and adapted and all accessible to all students.

### **Senior Leadership Team**

Our SLT will:

- Support the careers programme
- Support the Deputy head in developing the strategic careers plan
- Ensure that careers has a profile within each curriculum from Key Stage 3 and across all learner Pathways.
- Provide clear guidance to Pathway teachers as to what careers guidance looks like within their Pathway
- Work collaboratively with teachers to ensure understanding and awareness of the importance of careers skills being embedded from Year 7 to ensure preparation for adulthood.

### **The Governing Board**

**Named Governor Responsible for Careers:** Dominic Riddex

The Governing Board will:

- Provide clear guidance and advice on which the school can base a strategic careers plan which meets legal and contractual requirements
- Make sure independent careers guidance is provided to all students throughout their secondary education and the information is presented impartially and includes a range of options and choices.
- Make sure that a range of education and training providers can access pupils in year 8 – 13 to inform them of approved qualifications and apprenticeships and supported internships.
- Make sure that details of the school careers programmes and name of the career leader are published on the website.
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including the requirement for schools to have published a provider access policy statement.

### **Our Careers Programme**

Priory School careers programme is delivered in conjunction with Talentino. Recognising that careers is an important part of our students' learning and adult preparation, we wanted to be able to deliver a package that was differentiated and aimed at our students with complex learning needs, as well as compliant with regulations and The Gatsby Benchmark. We choose to work with Talentino because:

- They enhance valuable skills that are relevant to the direction and careers progression of each student.
- Talentino help to raise the confidence and aspirations of young people so that they can tackle their anxieties and fulfil their potential.
- They appreciate and value the fact that the learning style of a young person with a learning difficulty will require a different career development programme provision.
- Talentino recognise the valuable difference young people with learning difficulties can make to employers' businesses.
- The resources and guidance delivered to our school do not need to be adapted, as they are specifically created with our young people with SEND in mind.
- They understand the difficulties that young people with SEND face when developing their career pathways and seek to minimise these barriers.

- They offer clear pathways for students with regard to careers, starting from Year 7 onwards.
- They provide valuable connections to careers information and links to outside agencies.

Our programme is delivered through a number of methods including:

- Through lessons where links to careers are made
- Preparation for adulthood
- Careers engagement from employers
- Visits to places of employment and further education establishments
- Careers Workshops
- Encounters with employers and employees from a range of industries
- An Independent Career Advisor
- Internal and External work experience placements

### **Key Stage 3**

Our Key Stage 3 careers programme will support our students in planning and choices for their future. This includes:

- Linking curriculum learning to careers/ workplace
- In-class opportunities to look at 'preparation for adulthood' skills
- Encounters with employers during our 'Careers and Employability' week
- Community Visits to places of employment
- Mini-Enterprise activities for school fairs
- Independence Careers Advisor ( where applicable)

### **Key Stage 4**

Our Key Stage 4 careers programme aims to help our students understand and make informed choices about what they would like to do when they leave school and access further education or the community. This includes:

- Linking curriculum learning to careers/ workplace
- Internal and external Work Experience placements
- Developing personal skills
- Career Workshops
- Visiting an increasing number of places of employment.
- Mini Enterprise Activities
- Learning through Preparation for Adulthood.
- Vocational profile
- Independence Careers Advisor ( where applicable)

### **Key Stage 5**

Our Key Stage 5 careers programme supports students in focusing on their future, including alternative pathways. This includes:

- Curriculum focus on preparation for adulthood
- Careers curriculum and linking other aspects of the curriculum to careers and future plans
- Functional skills in the community and workplace
- ASDAN Work Right qualification ( if applicable)
- AQA Work Units ( if applicable )
- Internal/ External work experience for the majority of students ( for some this may not be applicable)
- Enterprise activities

- Encounters with employers through career events and visits to the community
- Encounters with FE colleges through career events and visits.
- Developing personal skills to transfer to the workplace
- Independence Careers Advisor
- Explore and experience through transition visit, Post 19 options.

## **The Gatsby Benchmarks**

Our programme has been developed to meet the expectations of **The Gatsby Benchmarks** which were developed on behalf of the Gatsby Foundation by Sir John Holman. They define what world class careers provision in education looks like and provide a clear framework for organising the careers provision at a school or college. Priory School uses the Gatsby Benchmark to personalise careers guidance and learning to students on all pathways, and to review and evaluate careers provision.

### **The 8 Gatsby benchmarks of Good Career Guidance are:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

For more information, visit:

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

## **Work Experience**

Our work experience offer is an area of strength and students have the opportunity to have at least 2 discrete work experience placements. Over time our dedicated staff have reached out to employers close to the school's locality and managed to source external work placements for our students. Placement opportunities typically include -:

- ✓ Hairdressing
- ✓ Hospitality (e.g. Harvester, Costa Coffee, Volcano Coffee Works)
- ✓ Community Groups such as L'Arche, Charity Shops, Food Banks
- ✓ Garden Centres

Due to the complex needs of some of our students they are only able to access an on-site internal work experience placement. Internal placements typically include-:

- ✓ Office Assistant
- ✓ Caretaker Assistant
- ✓ PE Assistant
- ✓ Cooking Assistant
- ✓ Therapy Administrator
- ✓ Catering Assistant
- ✓ Animal Care
- ✓ Enterprise – (including all the school fairs)
- ✓ Cleaning Work Space
- ✓ Resources Assistant

## **Collaboration & Development**

To support the development of our careers curriculum we belong to the South London Careers SEND Community of Practice Forum. The Forum is an opportunity for Priory School to collaborate with Career Leads from SEND schools, and to share challenges and best practices.

### **Links to other policies**

Provider Access Policy Statement

### **Monitoring and Review**

This policy will be monitored and reviewed by SLT annually.

### **Further Reading:**

#### **Good Career Guidance**

<https://www.goodcareerguidance.org.uk/assets/file?filePath=send/good-career-guidance-perspectives-from-the-send-sector.pdf>

#### **Talentino and Gatsby SEND Toolkit**

[www.talentinocareers.co.uk/send-gatsby-benchmark-toolkit.pdf](http://www.talentinocareers.co.uk/send-gatsby-benchmark-toolkit.pdf)