



The John Fisher School

Careers Guidance Policy

Responsible: Governors' SLAW Committee

Next Review Date: November 2023

1. Aims

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

High-quality careers guidance is important for our students' futures, and our provision aims to:

- Help students prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop students' awareness of the variety of education, training and careers opportunities available to them
- Help students to understand routes to the careers that they are interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

2. Statutory requirements

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 students in Years 8 to 13. For more detail on these encounters, see our Provider Access Policy Statement, which is available on the school website.

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.

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

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and Tutor Group opportunities	Assembly and Tutor Group opportunities Options Assembly	Assembly and Tutor Group opportunities Options Fair Parent Teacher Meeting

Year 9	Assembly and Tutor Group opportunities Speed Careers Event	Assembly and Tutor Group opportunities Parent Teacher Meeting	Assembly and Tutor Group opportunities Careers Fair
Year 10	Assembly and Tutor Group opportunities	Assembly and Tutor Group opportunities Parent Teacher Meeting Work Experience Week	Assembly and Tutor Group opportunities
Year 11	Assembly and Tutor Group opportunities Sixth Form Open Evening Colleges Evening	Assembly and Tutor Group opportunities Parent Teacher Meeting	Assembly and Tutor Group opportunities
Year 12	Assembly and Tutor Group opportunities Speed Careers Event Higher Education and Apprenticeship Event	Assembly and Tutor Group opportunities Parent Teacher Meeting	Assembly and Tutor Group opportunities
Year 13	Assembly and Tutor Group opportunities Parent Teacher Meeting Higher Education and Apprenticeship Event	Assembly and Tutor Group opportunities	Assembly and Tutor Group opportunities

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our Provider Access Policy Statement, which sets out how our school meets this duty.

3. Roles and responsibilities

3.1 Careers Lead

Our Careers Lead is Mr R. Palmer who can be contacted at the following email address:

Telephone: 020 8660 4555

Email: r.palmer@johnfishersschool.org

Our Careers Lead 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
- 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 Adviser, to identify the guidance needs of all of our students with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans

- Review our school's Provider Access Policy Statement at least annually, in agreement with our governing board

3.2 Senior leadership team (SLT)

Our SLT will:

- Support the careers programme
- Support the Careers Lead in developing their strategic careers plan
- Make sure our school's Careers Lead is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to students 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

3.3 The governing board

Our governing board 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 students 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 students 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 Lead are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a Provider Access Policy Statement

4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage students to consider their career options, and take steps to understand their choices and pathways.

Our programme has been developed to meet the expectations outlined in the Gatsby Benchmarks:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information

3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for students.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that students are encouraged to think appropriately about their future.

Our careers programme is delivered through a number of methods, including tutor led discussions, use of guest speakers and events.

4.1 Students with special educational needs or disabilities (SEND)

We expect that the majority of students with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our Careers Lead will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our students with SEND and put in place personalised support and transition plans. This may include meetings with students and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our Careers Lead may, as appropriate, invite adults with disabilities to visit the school and share their experience and advice with students.

No information will be given to students without SEND that is not also offered to our students with SEND.

4.2 Access to our careers programme information

A summary of our school's careers programme is published on our school website including details of how students, parents/carers, teachers and employers can access information about the careers programme.

Students, parents/carers, teachers and employers can request any additional information about the careers programme by contacting our Careers Lead.

4.3 Assessing the impact on students

Our career programme is designed so students can give feedback, and their progress is measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by requesting feedback.

5. Links to other policies

This policy links to the Provider Access Policy Statement. The school's policies on child protection and safeguarding and external speakers are set out the school's approach to allowing providers into the school as visitors to talk to our students. These can be found on the school website.

In accordance with the GDPR and our policy on data protection no personal information about students will be shared.

6. Premises and facilities

The school will make the Sports Hall, Main Hall, LRC and classrooms or private meeting rooms available for discussions between providers and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead.

Providers are welcome to leave a copy of their prospectus or other relevant literature at Reception.

7. Monitoring and review

This policy, the information included, and its implementation will be monitored by the SLAW committee and reviewed annually.

The next review date is November 2023.