



# Careers Policy

## 2024 - 2025

**Version Number – 2**

**Policy Operational Date – September 2024**

**Person(s) Responsible – Dominique Elliott**

**Management Group Approval Date – Awaiting Ratification**

**Management Group Member –**

**Review Date – September 2025**

***Relationships***

***Resilience***

***Respect***



## **Statutory Requirements**

All schools providing secondary education are expected to provide effective CEIAG, in line with the statutory '[Careers guidance and access for education and training providers](#)', to encourage pupils to make good choices and understand what they need to do to succeed in the careers to which they aspire.

[School inspection handbook - GOV.UK \(www.gov.uk\)](#)

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 pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find on our 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, so that:

Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)

## **Aims**

Our careers and employability programme runs across the provisions and aims to give pupils opportunities to develop transferable skills, ensuring that they are fully supported to make informed choices about the next stage in their education, employment or training and making use of expertise from other organisations such as Connexions.

Our aim for all of our young people is that they go on to lead happy, successful and fulfilling careers in the future and avoid pupils becoming NEET. Pupils receive advice and guidance to support informed decisions whenever choices are open to them. We are committed to ensuring our provision of careers and employability education meets the requirements of the Gatsby Benchmarks.

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges. The results show how our answers compare to the 8 Gatsby Benchmarks.

- A stable careers programme with a careers leader
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

Understanding a pupil's needs, abilities and possible career choices as well as aspirations is the overriding principle to a pupil's success at MAEPS and preparing them for their future lives.

MAEPS has a strong commitment to the Gatsby Benchmarks and the linking of all aspects of the curriculum by every member of staff to ensure careers education and planning is an important aspect of all school life. To ensure our careers advice is independent, up to date and professionally delivered our careers leader Dominique Elliott who is closely assisted by our career's advisor, James Carr (Level 6 qualified) Amanda Yabsley and our enterprise advisor James Crowther.

Our careers programme is delivered through a number of methods, including:

- Tailored lessons
- Guest Speakers
- External visits to employers, colleges or training providers,
- Or enhancing our staff's understanding of career paths and prospects associated with their subject areas

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

***It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.***

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

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting [Dominique.elliott@moorbridge.org](mailto:Dominique.elliott@moorbridge.org).

Our Key Stage 3 careers programme will support pupils in their planning and choices of vocational and academic subjects. This includes:

KS3 CEIAG Programme of Study 2024 - 2025				
KS3	Autumn	Spring	Summer	Gatsby Benchmarks
PCRSE	Aspirations and Goals Managing Money Following a budget Transferable Skills Making Choices Personality Tests Growth Mindset	Introduction to the Labour Market Decision Making Exploring aspirations Money Management	Challenging Stereotypes Hidden roles in business Work Life Balance Independent Enquiry into jobs of interest	BM1, 2, 3, 4, 6
PD Assemblies 'Theme of the Week'	MAEPS Awareness Weeks and themes promote and cover the following within Careers: Positive mindset/ habits, Wellbeing, Staying Safe, Relationships, Resilience, Respect	MAEPS Awareness Weeks and themes promote and cover the following within Careers: Positive mindset/ habits, Wellbeing, Staying Safe, Relationships, Resilience, Respect <b>National Careers Week</b>	MAEPS Awareness Weeks and themes promote and cover the following within Careers: Positive mindset/ habits, Wellbeing, Staying Safe, Relationships, Resilience, Respect	BM2, 3, 4,
JOTW (24-25)	Dog Groomer Nutritionist Train Driver Computer Games Developer Floristry Renewable Energy Engineer Prison Officer Advertising Art Director Marine Engineer Farmer Art Valuer Carpenter Optician Fabrication and Welding Father Christmas	Mobile Caterer Climate Scientist Social Media Manager Youth Worker Costume Designer Finance Advisor Animal Care Attendant Mining Engineer Social Care Agriculture Inspector Media Researcher Hydrologist	Food Scientist Health Play Scientist Tree Surgeon LGV Driver Steeplejack Proof reader Transport Planner Naval Architect Call Handler Performance Sport Midwifery Aid Worker	BM2, 4, 5
In school events/ Enterprise Activities	VoCaf Enterprise WEX 'Salon' Enterprise WEX 'Buzz Quiz' NU Futures Workshops – Employability Skills, Skills and Qualities, Career Stereotypes, Future Aspirations, Money Management, World of Work, Application Process, Jobs in Sports, Interviews, Skill Based Activities. Military Prep College – Careers Talk and Energiser Teamwork Activities	VoCaf Enterprise WEX 'Salon' Enterprise WEX In House Careers Fair Morrison's Enterprise Day	VoCaf Enterprise WEX 'Salon' Enterprise WEX Working Options 'World of Work/ Employability Skills Workshops' 02 <sup>nd</sup> In House Careers Fair/ Careers and Enterprise DLD Royal Navy Taster Session Motivational Speaker Allain Clapham	BM1, 2, 3, 4, 6, 7
Careers Information, Advice and Guidance	Careers at Moorbridge Parent Guide Future Skills Questionnaire Half Termly Careers Newsletters Pupil Progress Day Careers at Moorbridge Parent/ Carer/ Pupil Voice (Incorporated within PPDs)	Careers Parent Information Evening Half Termly Careers Newsletters Pupil Progress Day Careers at Moorbridge Parent/ Carer/ Pupil Voice (Incorporated within PPDs)	Half Termly Careers Newsletters Pupil Progress Day Careers at Moorbridge Parent/ Carer/ Pupil Voice (Incorporated within PPDs)	BM1, 2, 3, 4, 7, 8,
<i>Appointments can be made with our careers advisors and independent advisors (Connexions) during all Pupil Progress Days</i>				
<i>The enterprise activities, events and visits will be revisited yearly to ensure continuous support for our pupils. These events provide pupils with the opportunity to immerse themselves in the 'world of work' which supports and broadens their horizons and equip them with valuable skills for their future careers.</i>				

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

KS4 MAEPS CEIAG Programme of Study 2024 - 2025				
KS4	Autumn	Spring	Summer	Gateway Benchmarks
PISE	Bullying in the workplace Stereotypes Planning for a healthy future Discrimination and Prejudice Self-identity Characteristics Online Safety Community Understanding Change NCC	Equality Act – Protected Legislation First Aid Aspirations/ Goals Skills Assessment Inclusion Online Safety/ Social Media Relationships Assessing Risks Discrimination and Prejudice Bullying in the workplace Stereotypes NCC	Self-identity Personal Beliefs Views and perspectives Respecting Equality Social Injustice Mental Wellbeing Money Management Employability Skills NCC	BM1, 2, 3, 4, 6
Employability	Workplace skills and Qualities Honesty, flexibility, reliability and accountability Mindset Qualities CV Writing Types of CVs Action plans to develop skills Recognising prior skills and achievements	Business and Customer Awareness Problem Solving/ Solutions Teamwork and Communication Research of businesses Exploring 'Types' of business (Independent, Franchise, and Corporations) Diverse skills required across different organisations	Presenting Information Social media in the workplace Social Media Policy How to analyse business growth Programmes used in the workplace (Word, PowerPoint, Excel) Data Collection and presentation	BM1, 2, 3, 4, 6
PD Assemblies 'Awareness/ Theme of the Week'	MAEPS Awareness Weeks and Themes promote and cover the following within Careers:  International Literacy Day International Day of Democracy Jeans For Genes European Day of Languages World Space Week World Mental Health Day World Food Day International Stammering Awareness Day Guy Fawkes Day Remembrance Day World Children's Day St Andrew's Day International Day of Persons with Disabilities Human Rights Day Jane Austen's Birthday  Positive mindset/ habits, Wellbeing, Staying Safe, Relationships, Resilience, Respect	MAEPS Awareness Weeks and Themes promote and cover the following within Careers:  Stephen Hawking's Birthday World Religion Day Burns' Night Holocaust Memorial Day Rosa Parks Birthday Safer Internet Day Women's History Month Shrove Tuesday Holi St Patrick's Day Ramadan World Autism Awareness Day  Positive mindset/ habits, Wellbeing, Staying Safe, Relationships, Resilience, Respect, Study Techniques <b>National Careers Week</b>	MAEPS Awareness Weeks and Themes promote and cover the following within Careers:  St George's Day World Press Freedom Day VE Day International Day against Homophobia, Transphobia National Numeracy Day Anniversaries of D Day Whit Day Wreath Day Public Services Day International Asteroid Day Plastic Free July Mandelia Day  Positive mindset/ habits, Wellbeing, Staying Safe, Relationships, Resilience, Respect, Preparing for the world of work	BM2, 3, 4,
JOTW (24-25)	Dog Groomer Nutritionist Train Driver Computer Games Developer Floristry Renewable Energy Engineer Prison Officer Advertising Art Director Marine Engineer Farmer Artist Carpenter Optician Fabrication and Welding Father Christmas	Media Officer Climate Scientist Social Media Manager Youth Worker Costume Designer Finance Advisor Animal Care Attendant Mining Engineer Social Care Agriculture Inspector Librarian	Food Scientist Health Play Scientist Tree Surgeon LGV Driver Steepjack Proofreader Transport Planner Climate Scientist Call Handler Performance Sport Midwifery	BM2, 4, 5
In school events/ Enterprise Activities/Trips	Volat Enterprise WEX 'Salon' Enterprise WEX 'Buzz Quiz' NU Futures Workshops – Employability Skills, Skills and Qualities, Career Stereotypes, Future Aspirations, Money Management, World of Work, Application Process, Jobs in Sports, Interviews, Skill Based Activities. British Red Cross Workshop – First Aid Military Prep College – Careers Talk and Energiser Teamwork Activities Burnside Careers Fair DWP – CV Building NE1 – NHS Careers Event	Volat Enterprise WEX 'Salon' Enterprise WEX In-House Careers Fair Morrison's Enterprise Day SEN Parks Careers Fair Newcastle College Visits Tynemouth College Visits Northumbrian Skills Visits Newcastle United Business Insight Day DWP CV Building	Volat Enterprise WEX 'Salon' Enterprise WEX Working Options 'World of Work/ Employability Skills Workshops' O2™ In House Careers Fair/ Careers and Enterprise DLD Royal Navy Taster Session Newcastle College Visits Tynemouth College Visits Northumbrian Skills Visits Motivational Speaker Alan Clapham	BM1, 2, 3, 4, 6, 7
Careers Information, Advice and Guidance	Letters at Moorbridge Parent Guide Future Skills Questionnaire Half Termly Careers Newsletters Pupil Progress Day Careers at Moorbridge Parent/ Carer/ Pupil Voice (Incorporated within PPDs)	Careers Parent Information Evening Half Termly Careers Newsletters Pupil Progress Day Careers at Moorbridge Parent/ Carer/ Pupil Voice (Incorporated within PPDs)	Half Termly Careers Newsletters Pupil Progress Day Careers at Moorbridge Parent/ Carer/ Pupil Voice (Incorporated within PPDs)	BM1, 2, 3, 4, 7, 8,
Appointments can be made with our careers advisors and independent advisors (Connexions) during all Pupil Progress Days				

## **Intent, Implementation, Impact**

### **Intent**

*'The knowledge and skills pupils need in order to take advantage of opportunities, responsibilities and experiences of later life. The end points the curriculum is building towards and what pupils need to know and be able to do to reach those endpoints. How it will be planned and sequenced so that new knowledge and skills build on what has been taught before and towards its clearly defined end points. How the school's local context is reflected and how gaps in pupils' knowledge and skills are being addressed. 'Ofsted 2019'*

- Pupils at MAEPS have access to an impartial, ambitious, careers programme from Year 7 through to Year 11, with explicit content, delivered in a logical progression.
- Unbiased careers advice and support from a range of different career activities, 1:1 career guidance meeting, small group sessions, STEM activities, PRSE curriculum, employer encounters, careers fairs, career conversations, HE/FE visits, Apprenticeship workshops, work experience, peer mentoring and further curriculum opportunities across a broad of subjects.
- Calendars of events and activities are published within our newsletter and on our website, to ensure wider information, access and transparency.
- Pupils will have opportunities to explore Labour Market Information, which encourages exploration and supports them in making well informed decisions.
- Challenging perceptions and raising aspirations, so that subject and career choices challenge stereotypes, and pupils know how to look beyond their immediate environment to new and existing possibilities.
- Support pupils to develop their skills in a safe and aspirational environment, to enable them to reach their full potential and prepare them for future transitions.
- Support all pupils as they learn about the world of work, their adaptability, resilience, transferable skills, qualifications and personal life goals such as happiness and wellbeing.
- Provide advice, guidance and support which will encourage further engagement with all stakeholders such as parents/ carers, families, staff and employers.
- To ensure pupils can understand the wide options available to them, both now and in the future.


### **Implementation**

Pupils at MAEPS are encouraged to explore a wide range of career choices through our information and guidance programme. We aim to prepare our pupils for future opportunities in the world of study and ultimately their working life.

We believe that all pupils at MAEPS will have access to Careers education and so all pupils and parents have the opportunity to attend our very own Careers Deeper Learning days which are held annually as well as all pupils taking part in Careers activities throughout the school year.

The aim of our career's deeper learning day is to open up a whole new window of different employment opportunities available to them, with information on apprenticeships, college courses, university prospects and employment. Additionally, all KS4 pupils can attend College and workplace open days as well as apprenticeship fairs.

Over the last two years we have seen an increased amount of reflection from all pupils regarding their future careers and this has had a positive impact on progress and attainment.



Our internal and external independent careers advisor is available to talk to pupils and parents daily throughout the school year. Our Careers advisors will also attend EHCP meetings and be available at all pupil progress meetings which are held half termly.

KS4 pupils all complete a qualification in Employability to help them understand the skills and knowledge needed to apply to Post 16 Education Training or Employment.

The objectives of these qualifications are to help learners to:

- develop and enhance skills required for the working environment
- develop learners' confidence for employment and motivation
- improve communication skills and personal effectiveness
- provide a basis for further study

Additionally, some pupils on the Route 16 Pathway follow the 'Future Skills' curriculum which is aimed at giving pupils the widest range of skills for the local workforce and allow them to experience a range of vocational subjects as well as work experiences all of which will aim to help the student move on to Education, Employment or Training.

KS3 pupils have PCRSE and Personal Development lessons focused on careers where they have the time to drill down into careers subjects from sources of careers information to writing a careers action plan.

KS3 pupils also have small group careers guidance interviews with our independent level 6 careers advisor at the beginning of the year. In addition, all pupils will complete the 'Future Skills questionnaire' which will support and evidence career activities and pupils' progression from KS3 to KS4.


KS3 pupils and parents have the opportunity to talk to the career's advisor at academic review day and the carers fair.

KS4 pupils can take part in a weekly or 'one off' work experience where placements are tailored to their future career aspirations. The careers programme includes individual and group meetings on post 16 pathways, apprenticeships and college courses, visits. Attendance at the careers fair supports their option choices and widens their outlook for post 16. KS4 pupils and parents also have the chance to talk to the career's advisor at the careers fair and pupil progress days.

MAEPS is dedicated to ensuring an appropriate and sustainable post 16 destination for all pupils that is tracked and supported throughout year 11 within our key teacher groups. Year 11 pupils follow a programme of support and tracking (Compass+) that ensures post 16 destinations are appropriate and sustainable.

Planned, facilitated access from external providers who can fully inform pupils about LMI and the range of Post 16 options, alternative qualifications, and pathways.\*

\*Baker Clause





## Impact

- Pupils are well prepared and feel empowered to make reasonable decisions about their future, and NEET figures which will reflect the success of the school curriculum, activities and interventions.
- Pupils are able to make informed decisions about their future and career choices due to a wide range of opportunities and experiences.
- Data such as destination, shows a range of positive outcomes, as pupils move successfully, at all transition points, onto sustainable pathways.
  
- Unbiased careers advice and support from a range of different career activities, 1:1 career guidance
- Market Information, which encourages exploration and supports them in making well informed decisions.
- Challenging perceptions and raising aspirations, so that subject and career choices challenge stereotypes, and pupils know how to look beyond their immediate environment to new and existing possibilities.
  
- Teacher CPD. Subject teachers are expert in their delivery and confident in how their subject links to the world of work, and the variety of pathways and options.
- Pupils are more engaged in the curriculum, and connected with their teachers as they are able to see the relevance of subjects and how they relate to the wider range of career options and pathways.
- Pupils develop competencies and employability skills. They become motivated, understanding they can make a contribution to school, the community and society and have a positive attitude towards lifelong learning.
- Continued, increased and positive engagement with all stakeholders, via a range of communication methods.



### ***Links to other policies***

This policy links to the following policy:

- Provider access policy statement
- Child protection policy
- Curriculum policy