



THE
KINGSLEY
SCHOOL

The Kingsley School Careers Policy	
Regulatory	Yes
Version	24.01
Author and Reviewer	Head of Careers & Deputy Head
Approving Body	The Kingsley School Governor Committee
Date Approved	Michaelmas Term 2024
Review Cycle	Initially after 12 months, then subsequently every two years
Last Review Date	Michaelmas Term 2023
Next Review Date	Michaelmas Term 2025

1. Rationale

An effective programme of careers education in school, supported by effective careers advice, information and guidance helps to motivate, encourage and inform pupils, helping them on their journey to a fulfilling career.

The following policy is in line with [Careers guidance and access for education and training providers](#) published by the Department of Education (March 2015, updated January 2023).

2. Aims of the careers curriculum

2.1 Kingsley's career programme reflects the aims and aspirations of our pupils. With a programme of activities throughout Senior School and Sixth Form, we support pupils to explore career areas they may be aware of, but also to broaden their knowledge and experiences to motivate them to consider a range of possibilities. We encourage them to challenge stereotypes, to raise their aspirations and to develop themselves and their talents.

2.2 Kingsley pupils will develop the employability skills needed to succeed in today's rapidly evolving workplace – adaptability, resilience and a good understanding of their own strengths and attributes to make effective career decisions throughout their lives. We aim to equip our pupils with the skills and knowledge necessary for successful transition to university/college, apprenticeships or employment.

2.3 The careers department helps pupils to:

- Assess their personal skills, talents, interests and aspirations;
- Aim high in their education and career choices;
- Develop critical thinking and decision-making skills;
- Develop skills in leadership and teamwork;
- Increase their awareness of educational training and careers' opportunities;
- Make a successful transition from school to higher education and into work;
- Feel empowered to plan and manage their own futures;
- Foster a love of life-long learning and continual self-development to help sustain employability and achieve personal and economic wellbeing throughout their lives.

3. Method of delivery

3.1 The Kingsley school will provide a structured careers programme that is tailored to the needs of the specific year group;.

Pupil

3.2 Pupils will develop skills important to their future employability through engagement with the traditional curriculum, Pathfinder lessons, engagement with the supra-curriculum and days off timetable, co-curricular activity (e.g. Friday Afternoon Activities), the tutor time curriculum, assemblies and engagement with Round Square events and conferences.

3.3 Pupils will have the opportunity to meet people from different careers and industries in order to further their understanding of the world of work and investigate further into areas that interest them. This is through guest speakers, the annual higher education and careers evening and the mock interview evening. pupil

4. Entitlement to Careers Guidance and Education

All pupils are entitled to and will receive careers education, guidance, and support during their education at The Kingsley School. The key features of which include:

4.1 Access to impartial and independent individual advice and guidance from the school Careers Adviser to Years 9 to 13.

4.2 All Year 11 pupils will receive a 1:1 or small group careers interview and an action plan to record their post 16-progression options.

4.3 Targeted support for identified vulnerable pupils in Year 11 at risk of become NEET (Not in Education Employment or training)

4.4 Additional support for pupils who are registered with an EHCP and/or looked after children.

4.5 1:1 interviews with Year 9 pupils who are referred by school for help and support with their option choices.

4.6 Group interviews with Year 12 pupils to discuss their future plans especially .

4.7 Group interviews with Year 13 pupils on request to offer advice and guidance to pupils not going to university.

4.8 Programme of careers education covering, employability skills and preparation for work are delivered through tutor time, enterprise activities (e.g. 8billionideas), higher education workshops and evenings, and discussions surrounding post-16 options. Employment options at 18 include employment, apprenticeships and a gap year.

4.9 Year 12 attend an Options/UCAS Day in the summer term, to raise their awareness of options other than university.

4.10 Access to careers information resources, prospectuses and useful web sites MS Teams and notice boards.

4.11 Use of a careers websites such as Unifrog and software to help pupils explore their career interests, match their skills and interests to jobs and research A Level and vocational courses.

4.12 Use of The National Careers Service website to access careers news, job, apprenticeship, course information or ask the Careers Adviser a careers related question/enquiry.

5. Management

In the current absence of a Head of Careers, this role will be undertaken mutually between the Deputy Head (Academic) and the Head of Sixth Form..

6. Staffing

6.1 The Head of Careers leads the careers programme, with support from the Deputy Head (Academic) and Head of Sixth Form;

6.2 Heads of Year oversee the delivery of tutor time sessions for each year group, including ensuring the use of Unifrog and other resources, and the effective delivery of 1:1 interviews where appropriate;

6.3 All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

6.4 Careers guidance will be provided by an external provider, who will complete 1:1 interviews with pupils.

6.5 Additional support is provided by Dr James Mills, International Universities Counsellor for the WSF Foundation.

7. Resources

7.1 Funding is allocated from the annual school budget planning where necessary.t.

7.2 Pupils have access to a Unifrog login and the platform is continually updated with relevant materials, blogs and resources.

7.3 Additional sources available are 8Billionideas and Barclays Life Skills.

7.4 Foundation programmes for the development of applications to Oxbridge, Medicine, Law and overseas universities are available to pupils at The Kingsley School. Coordination with the Foundation on access to these programs lies with the Head of Sixth Form.

8. Staff development

8.1 Appropriately trained and qualified staff are employed to provide independent careers advice.

8.2 Staff are trained through internal and external CPD opportunities to ensure that they provide fully informed careers advice to pupils at all stages.

9. Monitoring, review and evaluation

9.1 A framework for monitoring and assessing the delivery of the careers programme is in place

9.2 The overall programme is reviewed annually by the Head of Careers (to be shared with the Deputy Head) who will perform a careers audit against the quality standards to identify desirable improvements.

9.3 SLT and governors analyse destination statistics and other relevant data.

Review

This policy was written in September 2024, reviewed after 12 months, subsequently to be reviewed every two years by the Head of Careers.

Drafted : September 2024

Reviewed :

Next review : September 2025