



The Kingsley School Careers Policy	
Regulatory	Yes
Version	2025.1
Author and Reviewer	Deputy Head (Academic)
Approving Body	The Kingsley School Governor Committee
Date Approved	Michaelmas Term 2025
Review Cycle	Annual
Last Review Date	Michaelmas Term 2025
Next Review Date	Michaelmas Term 2026

1. Rationale

To provide an effective programme of careers education in school, supported by effective careers advice, information and guidance that helps to motivate, encourage and inform pupils, and help 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 May 2025).

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, pupils are supported 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 and routes through education to help them achieve their goals. Pupils are encouraged 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.
- Understand the range of possibilities for next steps, through access to institutions from further education, employers, providers of apprenticeships and providers of technical education.
- Understand the range of further education opportunities available, such as courses and institutions available across the world, funding options and support with the application process.
- Develop critical thinking and decision-making skills.
- Develop skills in leadership and teamwork.
- 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.

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, visits, and engagement with Round Square events and conferences (Appendix 1).

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 visiting speakers, the biennial higher education and careers evening, and the mock interview evening.

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 in Years 10-11 and Years 12-13.
- 4.2 All Year 11 and Year 13 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 becoming 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 interview with Year 9 pupils who are referred by school for help and support with their option choices.

- 4.6 1:1 and small group interviews with Year 12 pupils to discuss options and pathways for the future options.
- 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, higher education workshops and evenings, and discussions surrounding post-16 options. Employment options at 18 include employment, apprenticeships and a gap year.
- 4.9 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 to provide additional resources, such as access careers news, potential jobs, apprenticeship pathways, further course information.

5. Management

The careers programme is overseen and managed by the Head of Future Focused Learning in conjunction with the Deputy Head (Academic) and the Head of Sixth Form. The Head of Future Focused Learning must ensure that the careers programme is in line with government regulation and the Gatsby Benchmarks as defined by the Department for Education.

6. Staffing

- 6.1 The Head of Future-Focused Learning, 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 is provided by a suitably trained external provider, who will complete 1:1 interviews with pupils between Year 10 and Year 13.
- 6.5 Additional support is provided by Foundation programs, such as information related to Global Universities, specific pathways to further education and Foundation careers opportunities, such as the biennial careers and higher education evening.

7. Resources

- 7.1 Funding is allocated from the annual school budget planning where necessary.
- 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 online and through partners;
- 7.4 Foundation programmes for global universities, higher education pathways and apprenticeships, coordination with the Foundation on access to these programs lies with the Head of Future Focused Learning.

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 The school wide departmental monitoring and review procedure provides a framework for monitoring and assessing the delivery of the careers programme
- 9.2 The overall programme is reviewed annually with reference to the Gatsby Benchmarks and regulatory requirements by the Head of Future-Focused Learning and the Deputy Head (Academic)
- 9.3 SLT and governors analyse destination statistics and other relevant data.

Appendix 1- Careers Programme at The Kingsley School overview

Year 7

- 2 x Future Focussed Education days: enterprise and communication skills
- Fortnightly tutor time program: examples of careers and early ideas
- Pathfinder lessons- business, entrepreneurship and skill development.
- Visiting speaker- careers focus

Year 9

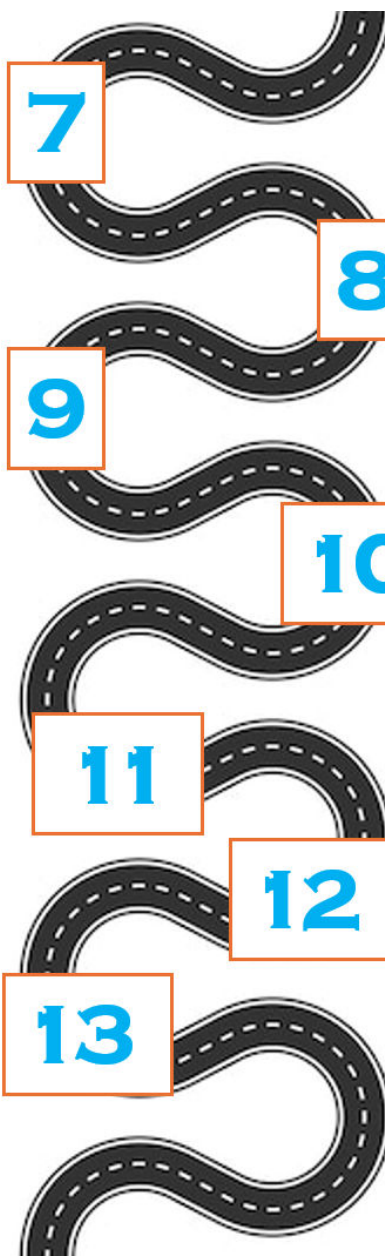
- 2 x Future Focussed Education days: enterprise and communication skills
- Fortnightly tutor time program: What are my interests? How do I choose my GCSE options?
- 1:1 meetings with tutor regarding options and pathways
- Volunteering, FAA and Duke of Edinburgh
- Year 9 Options Evening
- Visiting speaker- careers focus

Year 11

- Sixth Form Open Evening and options
- Assemblies on possible subjects and courses
- Sixth form taster day (November)
- Fortnightly tutor time program: How do I achieve my goals? Revision strategies. Vision setting.
- Biennial Careers and University Fair (Foundation)
- Engagement with overseas universities counsellor
- 1:1 careers advice- June of Year 10 to November Year 11
- Visiting speakers - careers focus

Year 13

- UCAS tutoring- personal statements and submissions in January
- Weekly tutor time program: Study Skills (VESPA) and UCAS and post-18 planning
- Biennial Careers and University Fair (Foundation)
- 1:1 careers advice- June of Year 12 to November Year 13
- Visiting speakers- careers focus
- Engagement with overseas universities counsellor
- Engagement with programmes for specific courses and universities, e.g. Medicine, Oxbridge applications and degree apprenticeships.
- Student Finance information and applications.



Year 8

- 2 x Future Focussed Education days: enterprise and communication skills
- Fortnightly tutor time program: how do I find my dream job?
- Pathfinder lessons- AI, skill development
- Visiting speaker- careers focus

Year 10

- 2 x Future Focussed Education days: enterprise day and careers of the future day
- Fortnightly tutor time program and assemblies: Possible careers and routes in to the world of work; post 16 options; post 18 options
- Volunteering, FAA and Duke of Edinburgh
- Year 10 Sixth Form experience Day
- Biennial Careers and University Fair (Foundation)
- 1:1 careers advice- June of Year 10 to November Year 11
- Visiting speaker- careers focus
- Summer work experience- internal/external

Year 12

- Next Steps events- June; CV writing, alumni visits, UCAS discovery day at NEC
- Higher Education Evening
- 2 x Future Focussed Education days: enterprise day and careers of the future day
- Weekly tutor time program: Study Skills (VESPA) and UCAS and post-18 planning, personal statements, advice on apprenticeships and the world of work.
- Biennial Careers and University Fair (Foundation)
- 1:1 careers advice- June of Year 12 to November Year 13
- Visiting speakers- careers focus
- Engagement with overseas universities counsellor
- Engagement with Foundation programmes for application to specific courses and universities
- Engagement with options related to the world of work and degree apprenticeships.

Appendix 2- Head of Future-Focused Learning job description

Future-Focused Learning

- Organise, in collaboration with 8billionideas 2025-26, days off timetable in the academic year for students to engage with enterprise / future skills activities.
- Design and implement the Future-Focused Education aspect of Pathfinder lessons in Year 7 and Year 8, and Enterprise lessons in Year 9, and allocate resources and teaching staff effectively
- Oversee and implement enterprise / entrepreneurship activities as part of the Friday Afternoon Activities programme
- Design and facilitate the delivery of Future-Focused Education in Year 7-11 tutor groups once a fortnight to facilitate the development of key skills and engagement in learning about future careers, options and possible pathways in tutor time. This will include the management of the Unifrog platform (or similar appropriate service in conjunction with SLT administration support), school logins, and delivery of lessons to facilitate the tutor time programme.

Careers and careers advice

- Oversee the planning and delivery of a careers and guidance programme for students of all ages which ensures they are aspirational, informed, open-minded and enthusiastic about the opportunities ahead of them.
- Coordinate and oversee all Careers Department events, and collaborate with other Foundation Schools to do so, such as the biennial Careers Fair, lectures, seminars etc, as well as encounters with employers and work experience/internships.
- Where appropriate, organise attendance at external careers/ university recruitment events in the region.
- Understand the implications of a changing education landscape for career guidance, leading a team of teachers, administrators, external partners and others who deliver career guidance.
- Report to and advise the Senior Leadership Team on policy, strategy and resources for the careers programme, showing how they meet the Gatsby Benchmarks.
- Review and evaluate career guidance and provide information for school development planning, inspection and other purposes, ensuring that details of the careers programme are published on the school's website.
- Ensure compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to students in schools. This will include the organisation of independent 1:1 interviews with a qualified careers advisor to Year 10s and Year 12s on an annual basis (summer term) in conjunction with SLT administrative support.
- Liaise with the Deputy Head Academic and the Head of Sixth Form regarding communications and publicity for A Level choices, vocational qualifications, Higher Education and employment, in particular the pathways available at The Kingsley School Sixth Form.
- Work closely with the Head of PSHE to ensure that the Careers and PSHE programmes complement each other across the school.
- Manage the work of others e.g. administrative and other staff involved in the delivery of career guidance.
- Manage the careers budget as appropriate.
- Manage own CPD and support the ongoing CPD of colleagues in the careers team (e.g. Tooled Up and Unifrog for Senior School and Sixth Form tutors).
- Coordinate encounters with employers and work experience/internships, and building and maintaining relationships with alumni, parents, ex-parents and local businesses in order to do so.
- Provide specific training on writing CVs, applying for posts and interview skills, including the organisation of the mock interview event for sixth form students.
- Deliver assemblies or small group sessions on careers and Future-Focussed Education as appropriate.
- Represent the school at promotional events including open evenings, taster days, interviews and induction days and giving presentations to relevant parties to ease progression for students.

Additional sixth form responsibilities

- Manage and monitor UCAS and Unifrog to ensure submission of quality applications to UCAS
- Co-ordinate and oversee the UCAS application process, ensuring timely and high levels of applications
- Maintain up to date knowledge of post 16 issues and attend UCAS conferences as required. Disseminate this information to key staff
- Provide effective information, advice and guidance to all learners and their parents/guardians on the UCAS process and HE student finance
- Be a UCAS mentor, assisting students with personal statements

- Co-ordinate activities, events and trips that promote HE; e.g. UCAS discovery day
- Organise Higher Education and Next Steps evening
- Fully utilise technology available to create further opportunities for HE IAG including online resources, video tutorials etc.
- Be a sixth form tutor and create, deliver and coordinate a suite of UCAS tutorials to all learners during form time on a weekly basis

Work with the Director of Sixth Form to

- Organise and contribute towards transition days for Year 10 and Year 11 students along with the Academic lead
- Oversee the UCAS predicted grades process along with the Academic Lead
- Organise the Year 13 Mock Interviews evening
- Support the other UCAS mentors.
- Organise events to promote Sixth Form, including Open Evening
- Support with the preparation of Sixth Form publications, i.e. the Sixth Form Prospectus.