



Careers Education Policy

2023/24

Aim: KPS ensures that students receive age-appropriate guidance, education and access to opportunities to help students develop and identify their own individual skills and interests throughout their time at school enabling them to make informed decisions about their subject choices, university choices and their future career.

Review September 2023

Next Review September 2024

1. Introduction

Careers Education is an important focus within the curriculum. KPS ensures that students receive age-appropriate guidance, education and access to opportunities to help students develop and identify their own individual skills and interests throughout their time at school. This enables them to make informed decisions about their subject choices, university choices and their future career.

KPS provides Careers Education, Information, Advice and Guidance (CEIAG) in line with Government guidelines, informed by the 8 Gatsby Benchmarks, which have been explicitly referenced throughout the DfE's Careers Strategy (December 2017) the Statutory Guidance for careers (January 2018) and aligns to the delivery of independent careers guidance to students in accordance with section 42A of the Education Act 1997.

2. Overview

The 8 Gatsby benchmarks are outlined below:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encourage and support work experience
- Links with further and higher education
- Personal Guidance

Students are encouraged to develop self-awareness of their skills and abilities. The Careers Education in place is supplemented by the work in PSHE, SMSC, Tutor Groups, university preparation and various subjects. Year 12 Enrichment includes volunteering work placements in a variety of areas. In Year 11 learners are supported to consider their A level options and in Years 12 and 13 learners are supported with university or employment applications.

3. The Careers Education Programme

The KPS Careers Education programme is taught via bespoke activities, subject curriculum and extracurricular activities, and a wide range of enrichment activities.

Throughout Years 7 – 13 CEIAG is accessed by all students, appropriate for each age group. CEIAG is delivered by a wide range of providers such as our external Careers Advisors, teachers and support staff, Universities, visiting speakers, employers and employees and online talks and webinars. This delivery includes bespoke workshops, tasks during PSHE lessons, and tutor time, assemblies, work visits, work experience, mock interviews and 'off-timetable' days.

Years 7/8

PSHE lessons

- Different career pathways
- Age restrictions on jobs and maximum working hours for age groups
- The personal skills needed for certain jobs
- Their own skills, strengths and interests
- Recognising the importance of education and future opportunities
- Co-curricular clubs and societies
- Life skills day
- Use of social media
- Managing stress and productive organizational skills
- Team Building and working relationships
- Diversity and Equality
- Visits and Trips, with the potential for a residential trip next academic year.

Year 9

PSHE Lessons

- The labour market, learning opportunities, skills, occupations and progression routes and self-employment
- Consider different jobs depending on pathways e.g. university/ non-university
- Investigate income in relation to jobs and rights and responsibilities at work
- Employability Skills

Other

- GCSE options assembly and classroom sessions
- Visits and Trips including possible residential.
- Co-curricular clubs and societies
- Managing stress and productive organisational skills
- Team Building and working relationships
- Use of social media
- specialist days where students can speak to people from different sectors and find out more about opportunities.

Year 10

- One to one interview with an external Careers Adviser
- Work related placement or virtual experience
- PSHE Lessons
- Visits and Trips

- Co-curricular clubs and societies
- Managing stress and productive organisational skills including how to take notes, revise, study and time management.
 - Team Building and working relationships
 - Use of social media

Year 11

- Wellbeing Lessons including CV writing and careers research
- Online talks (Spotlight) and webinars
- A levels Options taster days and introductory sessions/talks with current Sixth Formers
- One to one interview with external Careers Adviser (to be confirmed)
- Profile report
- Visits and Trips to assist with a focus on how their academic achievement affects future career prospects.
- Co-curricular clubs and societies
- Courses and Careers Convention
- Sector specific Networking events
- insight visits, lectures, meetings, taking part in competitions or courses
 - Managing stress and productive organisational skills
 - Team Building and working relationships
 - Use of social media

Years 12 and 13

- One to one session with personal tutors
- Industry expert workshops
- Interview technique workshops
- Support work related placements
- Volunteering programme
- Visits and Trips
- Co-curricular clubs
- Courses and Careers Convention
- Applying to UK universities
- US admissions and international universities
- Visits to universities, webinars and sessions at school to meet with universities in the UK and overseas
- Help with CV writing, research for alternatives to university, preparation for UCAS
- Oxbridge and medical school preparation
- Sector specific networking events at universities

- Insight visits, lectures, meetings, taking part in competitions or courses
- Essential tips for interview success
- Managing Stress and productive organisational skills
- External speakers

4. **Implementation**

Implementation of the Careers Policy is managed through four different sections:

Management – The Head of Sixth Form, Head of Senior School and Heads of Year are all responsible for the designated management of the different phases of the careers programme across key stages.

Staffing – All designated PSHE staff and form tutors contribute through their roles as part of the careers policy. The Careers Education programme is planned, monitored and evaluated by the Head of Sixth Form and Head of Senior School.


Curriculum – The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including work experience in Years 11 and 12 in the form of an external programme) and individual learning planning within the PSHE lessons of the students. Work experience preparation and follow-up take place in tutor time, PSHE lessons and other appropriate parts of the curriculum.

Resources – Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the Careers Curriculum. The Head of Sixth Form, Head of Senior School and Heads of Year are responsible for the effective deployment of resources.

5. **The Policy Development**

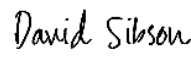
The policy is developed annually by the Head of Sixth Form, Head of Senior School and Heads of Year and is often discussed with teaching staff, students, parents, the KPS Advisory Board and other external partners to create the best possible programme.

Acting
Headmaster

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12 January 2024

KPS Advisory
Board Member

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17 January 2024