



St Bede's
Roman Catholic High School

CAREERS GUIDANCE POLICY



St Bede's

Reviewed November 2025

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1. Aims

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

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

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're 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
- Support all pupils to make informed, aspirational decisions about their future learning and work, and to develop the skills and confidence they need to succeed in education, employment, and life.
- Support pupils to make realistic, informed choices at key transition points (KS3–KS5).
- Meet all eight Gatsby Benchmarks

2. Statutory requirements

This policy complies with the following legislation and guidance:

- Education Act 1997 (Section 42A)
- Education (Careers Guidance in Schools) Act 2022
- Education and Skills Act 2008
- DfE Statutory Guidance: "Careers guidance and access for education and training providers" (updated 2024)
- Baker Clause (Provider Access Legislation)

The policy follows the Gatsby Benchmarks of Good Career Guidance.

3. Roles and responsibilities

3.1 Careers leader

Our careers leader is Mrs C Shackleton and they can be contacted by phoning 01254 202519 or emailing cshackleton@stbedesblackburn.com Our careers leader 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
- Manage the budget for the careers programme
- 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 our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
- 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 leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 7 to 11 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
- SLT link Mr Bielby

3.3 The governing board

The 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 pupils throughout their secondary education (11 to 16 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 7 to 11 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 leader 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 pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

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 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.

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

- Assemblies
- Further Educational Visits
- Higher Educational Visits
- College Drop in sessions
- College Workshops
- Guest Speakers
- Careers Events
- Employer Encounters

Key Stage 3

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

- Pathway Encounters
- First encounters with employers
- Support with GCSE option choices
- Career events
- Input from training and education providers
- Option Assemblies
- Further Education Taster Sessions/visits
- Higher Education Visits
- STEM Sessions

Key Stage 4

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

- Pathway Assemblies
- Careers Assemblies
- Further Education Days
- Higher Education Days
- Work Placement Visits
- CV Workshops
- Mock Interviews
- College Drop in sessions
- STEM Sessions
- Work experience (year 10)
- University visits

- Transition planning
- Support for post-16 pathways
- The school works with:
 - Local employers and business networks.
 - Colleges, universities, and apprenticeship providers.
 - Local Enterprise Partnership (LEP) and Careers Hub.
 - National Careers Service and external careers advisers.

4.1 Pupils with special educational needs or disabilities (SEND)

We expect all pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their peers, with adjustments and additional support as needed.

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

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils 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 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 Mrs C Shackleton on 01254 202519

4.3 Assessing the impact on pupils

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

- Evaluation Forms
- Feedback from pupils and parents
- Destination Forms
- Questionnaires

5. Links to other policies

This policy links to the following policies:

- Provider access policy statement



Reviewed November 2025

- Child protection policy
- Curriculum policy

6. Monitoring and review

This policy, the information included, and its implementation will be monitored by the governing body.

Approved 12/11/25

Signed: *P. Crewe*

(Chair of Governors)

The policy will be reviewed September 2027.