



THE KING'S SCHOOL

GRANTHAM

Careers Guidance Policy

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1 Aims

- 1.1 This is the careers policy of The King's School (Academy).
- 1.2 The aim of this policy is to promote appropriate support and guidance to empower every student to make key decisions about their future and to motivate them in working towards achieving their goals.

2 Scope and application

- 2.1 This policy applies to the whole Academy.
- 2.2 This policy applies to all members of the Academy community, including staff and volunteers, pupils.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the Academy's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR); and
 - 3.1.4 Equality Act 2010.
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 [Keeping Children Safe in Education \(DfE, September 2024\)](#)
 - 3.2.2 [Careers strategy: making the most of everyone's skills and talents](#)
- 3.3 The following Academy policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 Safeguarding and Child Protection Policy and procedures;
 - 3.3.2 Staff Code of Conduct and Whistleblowing Policy;

4 Publication and availability

- 4.1 This policy is published on the Academy website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the PA to the Head Master during the school day.
- 4.4 This policy is available on the school's SharePoint Site.

5 Definitions

- 5.1 Where the following words or phrases are used in this policy:
 - 5.1.1 References to the Proprietor are references to the King's School, the Academy Trust.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Justin Dixon	As a minimum annually, ideally termly, and as required

Task	Allocated to	When / frequency of review
Monitoring the implementation of the policy (including the record of incidents involving the use of technology and the logs of internet activity and sites visited), relevant risk assessments and any action taken in response and evaluating effectiveness	Justin Dixon	As a minimum annually, ideally termly, and as required
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Justin Dixon	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to the Academy's processes under the policy	Justin Dixon	As required, and at least annually
Formal annual review	Justin Dixon	As a minimum annually, and as required
Overall responsibility for content and implementation	Justin Dixon	As a minimum annually

7 Management of The Careers Programme

Careers Leaders

7.1 Justin Dixon (Deputy Head Master) justin.dixon@kings.lincs.sch.uk

7.2 Nathan Whales (Assistant Headteacher) nathan.whales@kings.lincs.sch.uk

The Careers Leaders are assisted by:

7.3 Two part-time Careers Advisor who delivers impartial careers interviews, assemblies, talks and workshops.

7.4 A Work-Related Learning Co-ordinator who oversees organisation of careers interviews, talks and work experience placements in Year 10 and 12.

7.5 A Head of Department for Personal, Social and Health Education (PSHE) who incorporates careers education into the PSHE curriculum.

8 Delivery of The Gatsby Benchmarks

8.1 A summary of the careers programme and how it meets the Gatsby Benchmarks is given below. In addition to the programme meeting the Gatsby benchmarks, it is also mapped against the Career Development Institute (CDI) Career Development Framework. Further information regarding the careers programme is available on Unifrog or from the Careers Leaders.

9 **Gatsby Benchmark 1 – A stable careers programme.**

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

- 9.1 Careers education is embedded into the curriculum. It is part of the Personal Social Health Education (PSHE) programme. In addition, the careers programme includes assemblies, workshops, guidance activities, research activities and work-related learning.
- 9.2 The school uses the Unifrog careers platform to provide each student with access to careers information and activities. Students and staff record and monitor all careers activities undertaken.

10 **Gatsby Benchmark 2 – Learning from career and labour market information.**

Every student and their parents should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed advisor to make best use of available information.

- 10.1 The Careers Advisor provides information about future career options and labour market information in termly assemblies to all year groups and supplements this with a termly newsletter to students and parents.
- 10.2 A programme of Careers Talks led by the Careers Advisor, alumni, parents and guests focus on a wide range of careers and labour market information. Parents are invited to attend the after-school talks.
- 10.3 All students can request an appointment with the Careers Advisor for an individual or group discussion.
- 10.4 All students in Year 9 and 11 are supported through the options process. All students and parents attend a dedicated evening and students complete a personal statement and application form. Every student has an individual meeting with a pastoral leader to discuss their options and future aspirations.
- 10.5 Unifrog is accessible to students and parents and provides full information and guidance about further education and labour market information through the use of the Careers Library and the Apprenticeship Tool.
- 10.6 The school website contains information about further online resources containing further education and labour market information.
- 10.7 The school's library contains many CEIAG based resources which can be accessed by all year groups. The Sixth Form have dedicated resources in the Sixth Form Centre.
- 10.8 The school encourages all students to attend careers events either in their own time or as part of a school trip.
- 10.9 The school hosts an annual Careers Fair.
- 10.10 Unifrog provides information about activities which will promote a student's prospects of success in a particular subject, for example MOOC's.
- 10.11 The school provides details of open days, conventions, workshops, masterclasses and speakers from a variety of educational establishments and employers through school assemblies, newsletters, website and Unifrog messaging.
- 10.12 Links with University of Leicester and University of Lincoln to provide personalised and tailored support throughout the year.

11 Gatsby Benchmark 3 – Addressing the needs of each student.

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed quality and diversity considerations throughout.

- 11.1 The careers programme has activities tailored to meet the needs of each year group.
- 11.2 All students can request an appointment with the Careers Advisor for an individual or group discussion.
- 11.3 The individual and group appointments with the Careers Advisor look to identify individual student needs so that they may be signposted to appropriate resources.
- 11.4 Data is collected from group activities so that information relevant to a student's interests may be provided.
- 11.5 The school hosts an annual Careers Fair.
- 11.6 King's School alumni are invited to support the school in various careers activities.
- 11.7 Unifrog enables students and the school to record and monitor all careers activities undertaken.
- 11.8 Unifrog enables students to research a range of different pathways: university, apprenticeship and the world of work. Teachers can access student interactions to monitor and support each individual.
- 11.9 All careers related activities and resources are available to all students, regardless of race, gender, disability, social background or sexual orientation.
- 11.10 Members of the Senior Leadership Team and Sixth Form Heads of Year will be available following publication of GCSE and A Level results to discuss post 16 and 18 options.
- 11.11 Information is provided to students who may be eligible for university outreach, pathway and access programmes, along with information about summer schools and masterclass/ taster days.
- 11.12 Year 12 UCAS day.
- 11.13 University visits including Oxbridge and Russell group Universities.
- 11.14 Annual Oxbridge day
- 11.15 Medical applicants supported by talks from practicing medical professional, current medical students and lead lecturer of University of Lincoln Medical School. Students are also directed to local NHS training programmes.
- 11.16 Links with University of Leicester and University of Lincoln to provide personalised and tailored support throughout the year.

12 Gatsby Benchmark 4 – Linking curriculum learning to careers.

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career paths.

- 12.1 The careers programme is embedded as part of the curriculum.
- 12.2 STEM workshops and activities throughout the year.
- 12.3 Careers assemblies are delivered by the Careers Advisor every term to all year groups. These are supported by alumni and guests.
- 12.4 A programme of Careers Talks led by the Careers Advisor, alumni, parents and guests focus on a wide range of careers. Parents are invited to attend the after-school talks.

- 12.5 Annual Newton (Science) and Burleigh (Arts/Humanities) lectures are led by distinguished academics and are attended by students, parents and members of the wider community.
- 12.6 Medical applicants supported by talks from practicing medical professional, current medical students and lead lecturer of University of Lincoln Medical School. Students are also directed to local NHS training programmes.
- 12.7 Unifrog provides subject specific career activities and enables reference to be made to careers opportunities in different areas of the curriculum.
- 12.8 Unifrog provides activities designed to promote employability skills.

13 Gatsby Benchmark 5 – Encounters with employers and employees.

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

- 13.1 The school hosts an annual Careers Fair, with speakers from a wide range of professions and industries.
- 13.2 A programme of Careers Talks led by the Careers Advisor, alumni, parents and guests focus on a wide range of careers and labour market information. Parents are invited to attend the after-school talks.
- 13.3 Careers assemblies are delivered by the Careers Advisor every term to all year groups. These are supported by alumni or guests.
- 13.4 Visiting speakers attend school on a regular basis, representing a variety of professions and organisations.
- 13.5 Workshops are provided by a variety of employers, with students being selected based on their particular interests.
- 13.6 Students are directed to specific materials relating to degree apprenticeship programmes sponsored by employers and coached as to the selection process.
- 13.7 There is a work experience programme for Years 10 and 12.
- 13.8 Mock interview events are provided by the school for prospective Oxbridge and Medical students.
- 13.9 Individual mock interviews are arranged on a 1-to-1 basis pursuant to students' requests.

14 Gatsby Benchmark 6 – Experiences of workplaces.

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of careers opportunities, and expand their networks.

- 14.1 There is a work experience programme for Years 10 and 12.
- 14.2 Sixth form students have time allocated within their timetable for enrichment activities which is often within a workplace environment.
- 14.3 Employers deliver talks in assemblies and as part of the Careers Talks programme.

15 Gatsby Benchmark 7 – Encounters with further and higher education.

All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

- 15.1 University visits including Oxbridge and Russell group.
- 15.2 Annual Oxbridge day.
- 15.3 University outreach work and advice provided throughout the year.
- 15.4 Information sessions on student finance run by outside organisations.
- 15.5 Every student completes a UCAS, job or apprenticeship application including personal statement. This creates a CV which generates their reference from the school.
- 15.6 Students are provided with information about technical and tertiary education through literature provided directly to students and parents.
- 15.7 Providers of technical education are invited to attend the Careers Fair and details of their open evenings are supplied to students and parents.
- 15.8 Providers of tertiary education are invited to give presentations. They also attend the Careers Fair and Higher Education Evening.
- 15.9 Masterclasses and Taster Days provided by higher education establishments are promoted to students.
- 15.10 Students are encouraged to attend Summer Schools and apply for Outreach/Access Programmes.
- 15.11 Students are encouraged to attend conferences and open days.
- 15.12 Links with University of Leicester and University of Lincoln to provide personalised and tailored support throughout the year.

16 Gatsby Benchmark 8 – Personal Guidance

Every student should have the opportunities for guidance interviews with a career advisor, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

- 16.1 Every student in Year 9 is scheduled with a group (3/4 students) meeting with a Careers Advisor to support the GCSE option process.
- 16.2 Every student in Year 11 has an individual meeting with a careers advisor and a further meeting if requested to support their post 16 applications.
- 16.3 Every student in Year 12 is scheduled an individual meeting with a Careers Advisor to support their post 18 applications. A further meeting is available should it be requested.
- 16.4 All students can request an appointment with the Careers Advisor for an individual or group discussion.
- 16.5 The Careers Leads offer impromptu interview appointments to all students for general careers guidance, UCAS application advice, apprenticeship applications, assistance with work experience placements and preparation of CV's.
- 16.6 Records are kept of all careers interviews on Unifrog.

17 Evaluation, Monitoring and Review

- 17.1 Careers provision is audited against the CDI Career Development Framework. Evaluations of careers activities are carried out throughout the year and feedback from students, parents and other stakeholders is taken into account when identifying priorities for development. The school uses the Careers and Enterprise Company (CEC) evaluation tool Compass Plus and Unifrog to facilitate monitoring and planning of the careers programme.

18 **Version control**

Date of adoption of this policy	July 2021
Date of last review of this policy	June 2024
Date for next review of this policy	June 2026

Appendix 1 - Provider Access Policy

19 Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

20 Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

21 Management of provider access requests

Procedure

A provider wishing to request access should contact Justin Dixon (Deputy Head Master & Careers Leader) or Nathan Whales (Assistant Headteacher & Careers Leader) on 01476 563180 or at justin.dixon@kings.lincs.sch.uk or Nathan.whales@kings.lincs.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils or their parents or carers. This includes:

- Assemblies to a specific year group.
- Talks to smaller groups of pupils.
- Stands at Careers Fairs or Options and Information Evenings.
- Employability workshops and sessions with all types of post-16 education and training providers.
- Mentoring work with small groups of pupils.
- Work experience placements.
- Termly Careers Talks to students and parents.
- Presentations by Careers Advisors.

Please speak to one of our Careers Leaders to identify the most suitable opportunity for you.

Whilst external providers are working in the school, they will operate according to (and be subject to) the policies and procedures of the school. This will include safeguarding and child protection, health and safety and data management.

We welcome providers wishing to communicate with our pupils, staff and parents/carers on a wealth of different subject areas including but not limited to:

- Types of qualification including, but not limited to, A Levels, Vocational awards, technical awards, apprenticeships and degrees.
- Routes into employment.
- Continuing in education and training.
- Raising awareness of careers sectors.
- Raising aspirations.
- Labour market information – job market and key local sectors.
- Employer expectations.

- Employability skills.
- Support in applications including but not limited too, course, apprenticeships, university and employment applications.
- Additional support for transition into Further Education, Higher Education, Apprenticeships, other training opportunities and employment.

22 **Premises and facilities**

The school will make the main school hall, Old School, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the school library. The library is available to all students at lunch.